Report Runner Viewer
User Manual

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Report Runner Viewer

by Jeff-Net

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User Manual

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For all of our "Beta Testers" that have provided amazing feedback and suggestions during our Beta period of this combined release of Report Runner Unified. It was so valuable to us and helped Report Runner go live into production with great speed and success! Thank you so much!

Last but certainly not least, we want to thank all of our wonderful Report Runner Fans for your support over the years. We appreciate the opportunity to serve you!

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Foreword

Thank you for your interest and support in Jeff-Net Report Runner Viewer. We have a long history of hard work, easy-to-use software, world-class support and happy customers.

We had you in mind when creating this newly combined release of Report Runner Unified with Report Runner Viewer.

We hope you find this Help Documenation useful. We will continue to make modifications and enhancements to make sure you stay up-to-date with the latest features and functions.

If you have any questions and/or suggestions, we want to hear from you.

We hope you will love what you see and read!

Tracie Morgan &
Jeff-Net Fan Support

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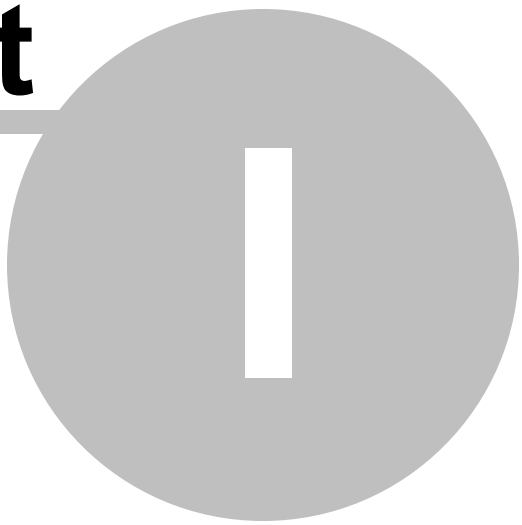
Part



1 Introduction

The topics listed below provide information about **Report Runner Viewer**. We will show you how to get started, what the Viewer is for and what you can do with it.

How To Get Started

- See Top 5 Things To Know From The Start for important information to know about Report Runner Viewer.
- Review the Getting Started highlights and be off to great start with Report Runner Viewer.
- Study the Documentation for details on how to use Report Runner Viewer and familiarize yourself with all the features and functions available to you.

Learning more

- Check out the Online Videos for a closer look at Report Runner Viewer.
- We have special information Just For Developers that include additional jnKeywords, customization options and more.
- Compare Editions of Report Runner Viewer to see which one is right for you.

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1.1 Welcome to Jeff-Net Report Runner Viewer

Welcome to **Jeff-Net Report Runner Viewer,** our simple, easy to use, **Crystal Reports™** Viewer.

This help documentation is designed both as a tutorial in using Report Runner Viewer and as an ongoing reference while you are working with the program.

If you have any questions, please let us know! We are here to help!

Getting Started - New Users of Report Runner Viewer

- Review the Top 5 Things To Know From The Start and Documentation to familiarize yourself with Report Runner Viewer.
- Check out the Random Tips for useful information on functions and features of the program.

Getting Started - Users Upgrading From Older Versions

- See the Upgrade FAQ for a quick summary of important tips you will need to

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know.

- Check out the modified Command Line Options. There are a few changes.

1.2 About Jeff-Net Report Runner Viewer

Jeff-Net Report Runner Viewer is one of the partner applications in the combined release called **Report Runner Unified**. It has been designed in the latest .Net technology and is fully compatible with newer Windows Operating Systems such as Windows Vista,Windows 7, Server 2003 and Server 2008. It has a beautiful and very friendly user-interface, including optionally configurable INI settings to make it even easier to use.

If there are parameters for the reports, you will be prompted. All the flexibility of running it within Crystal Reports™, but users can't modify the report templates. This is a much less expensive option than buying another license for the Crystal Reports™ Designer just to look at reports, and it is much easier to use for the end user.

Our Report Runner Suite of products are the #1 Crystal Reports™ viewers, scheduling/ batch automation, web viewing, web portal, and business intelligence on the market today.

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1.3 Why Jeff-Net Report Runner Viewer?

Features

- **Beautifully Designed** - Our software is laid out in a way that makes sense. We are meticulous in our design. If you know Crystal Reports, our software will make perfect sense.

- **Customizable Interface** - Interface can be customized to meet your company's needs, by user. For example, if you want to give power users access to editing the record selection criteria, you can do that. If you want to lock a user to a particular directory, you can do that, too, all by using simple to understand INI commands.

- **Easy to Setup and Deploy** - Download, install, and be running Crystal Reports templates in minutes. If you ever need to move the Viewer to another machine, our licensing is flexible enough that you can do it yourself. You don't need to contact us to move licensing.

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- **Very Affordable** - Pricing can start at just $50 for the first user and costs per user go way down from there.

- **Command Line Options** - Viewer can easily be called from other applications by passing the report, user ID, password, and record selection (if necessary). This option also allows you to set up short-cuts on a users desktop. We also have a Developer Edition license for additional jnKeywords that are available.

- **Citrix and Terminal Server Licensing Available** - Our Viewer can also be run on a Citrix or Terminal Server (Remote Desktop Services). There are some memory considerations with this option, but we do make it available.

- **Excellent Technical Support** - We provide free technical support for all of our software products.

- **Try Before You Buy** - Receive a free, 90 day, fully functioning evaluation license of our software.

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1.4 Getting Started

This section provides information for you to quickly get up and running so you can start viewing your reports.

Tasks Covered In This Section

Getting Started

- Top 5 Things To Know From The Start
- Quick Installation Notes
- System & Report Requirements

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1.4.1 Top 5 Things To Know From The Start

We thought you would want to know a few important things to help you when you start using Report Runner Viewer.

Top 5 Things To Know From The Start

1) Do you have a 64-bit machine? If so, Crystal Reports still requires 32-bit ODBC drivers. You must create the System DSN in the **32-bit ODBC Administrator** that can be found in the c:\windows\syswow64 folder. Locate the **odbcad32.exe** and double-click to launch the **32-bit ODBC Administrator**.

2) You can select the **Add Advanced Data Connection** to view all of the data connection settings in a report. This is useful when your report has multiple data sources and requires different IDs and/or Passwords to run the report. It's also useful for changing a database DSN or file path for a report where the path is different from one machine to the next (different mapped drives).

3) If you have any problems, you can easily access **Debugging** and view the current log file from within the Viewer via the Help menu. This log file is quite extensive.

4) We have listed all of the **Application Settings** in the INI File (jnrrv.ini) so all you need to do is modify them according to your needs.

5) We have a number of **Command Line Options** available. Make sure to check out this topic for all the details.

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1.4.2 Quick Installation Notes

This combined release is called **Report Runner Unified**. Why? Because everything runs from ONE executable. It simplifies the installation, security, licensing and support. The Installation Wizard defaults to install both Report Runner Viewer and Report Runner Batch. There are **step-by-step installation instructions** available in our online knowledgebase articles.

New Users to Report Runner Viewer

- If you are downloading and installing Report Runner Viewer from our Download Center for the first time, we provide an immediate 3 Day Temporary License to get you started.

- Do you need a longer time to evaluate the product? No problem. We can extend the license and supply you with a 90 Day Evaluation License FREE! Simply email us at customerservice@jeff-net.com to request your 90 Day FREE Evaluation License. We even support our products 100% during evaluation periods, so if you have any questions please let us know. User forums, News, Knowledgebase Articles, Online Videos can be found at our Fan Support page.

Current Users to Report Runner Viewer

- Our Download Center keeps you updated with the latest version. You can register to receive our Jeff-Net News on our Fan Support page to receive our latest Release Notes.

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1.4.3 System & Report Requirements

System Requirements

Jeff-Net Report Runner Viewer runs best on...

- Microsoft Windows® XP Pro SP2 and higher
- Microsoft Windows® Vista
- Microsoft Windows® 7
- Microsoft Windows® Server 2003
- Microsoft Windows® Server 2008

Report Requirements

Jeff-Net Report Runner Viewer includes all necessary runtime files to view Crystal Reports templates and is developed using the latest Microsoft .Net technology.

It supports reports created in...

- Crystal Reports™ 9
- Crystal Reports™10
- Crystal Reports™XI
- Crystal Reports™2008
- Crystal Reports™2011

For Crystal Reports 8.5 Users

If you are still working with reports created in Crystal Reports™ 8.5 please contact Jeff-Net Support for the Report Runner Viewer solution for the 8.5 version. You are welcome to try to run your version 8.5 reports with this version, but if you have any problems, we have an 8.5 specific version for you to run. It's all included in your licensing.

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1.5 Getting Help

We offer a number of different resources to get the help you need. If you can't find what you are looking for please do not hesitate to let us know. We are here to help!

Getting Help

- **Display Help**
  - The quickest way to display help within Report Runner Viewer is press F1 on your keyboard. If context-sensitive help is available it will be displayed automatically.
  - You can also access select the **Help** menu located at the top toolbar of Report Runner Viewer.

- **User Forum**
  - The online **User Forum** is a wonderful resource to access information about Report Runner Viewer.
  - Register today (it's completely free) and receive support from our Jeff-Net Staff and thousands of other experienced Report Runner Viewer users.
  - The **User Forum** is located at: http://www.jeff-net.com/smf/

- **Contacting Jeff-Net Fan Support**
  - Our direct contact page for support from Jeff-Net is located at: http://www.jeff-net.com/support/

- **Tutorials**
  - **Online Videos**
  - Advanced Documentation that are customized **Just For Developers**.

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- **Getting A Printed User Manual**
  - Within Report Runner Viewer, you can press the **Documentation** button in the **Help** menu, a formatted PDF version of the User Manual Documentation designed for printing.
  - You can download a formatted PDF version of the User Manual Documentation designed for printing from our download page at: http://www.jeff-net.com/ReportRunnerViewer.pdf
- **Note: You must have Adobe Reader installed on your machine in order to view the formatted PDF version.**

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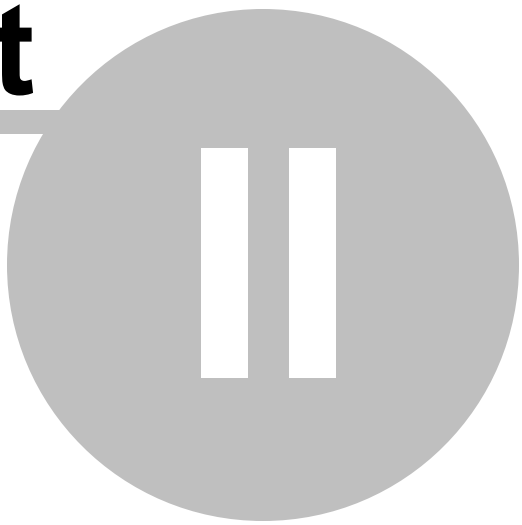
Part



2 Documentation

In this **Documentation** you will find important information that we hope you find useful. We have done our best to cover all aspects of Report Runner Viewer.

Tasks Covered In This Section

Documentation

- Home
- Help
- About Jeff-Net

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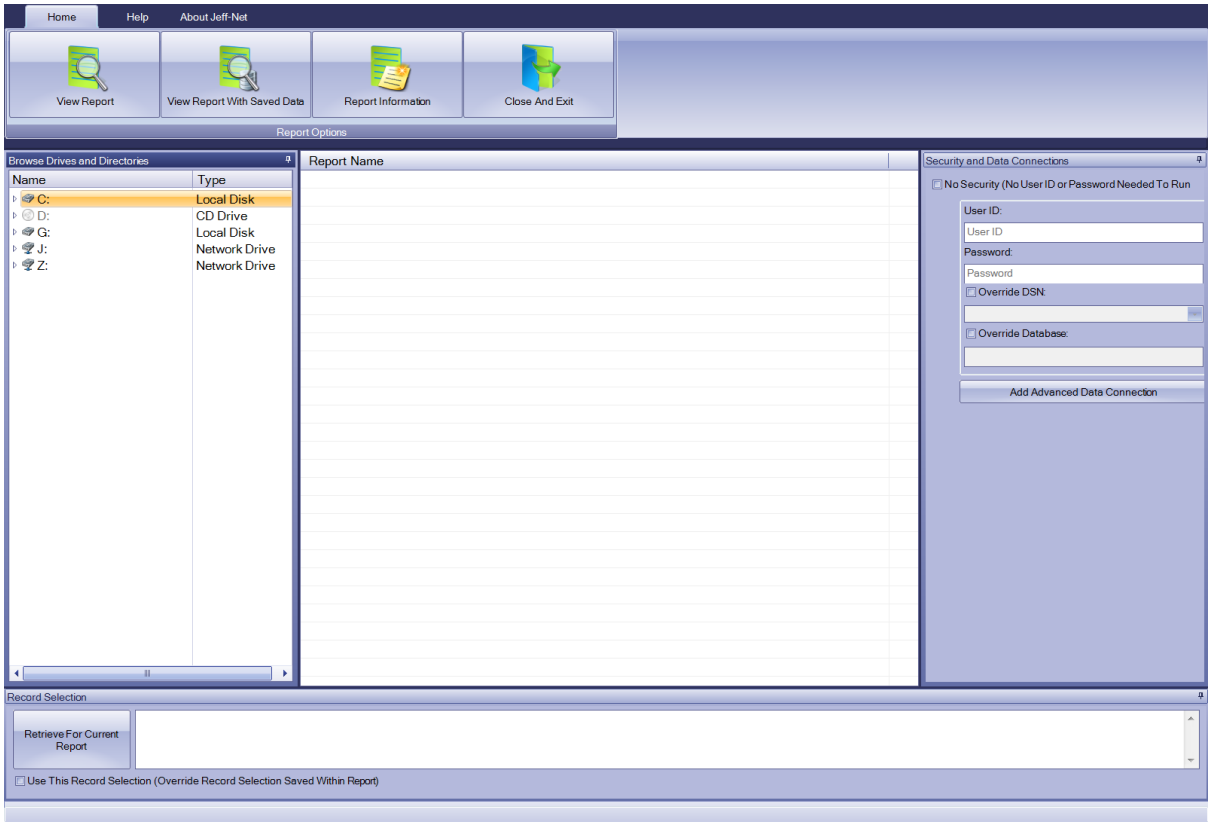
2.1 Home

In Report Runner Viewer we hope you feel at "**Home**" when Viewing YOUR Reports. This section covers all the basics of how you can access your report that was designed in Crystal Reports™ (.rpt file).



Tasks Covered In This Section

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Home

- Report Options
- Browse Drives and Directories
- Report Name
- Security and Data Connections
- Record Selection

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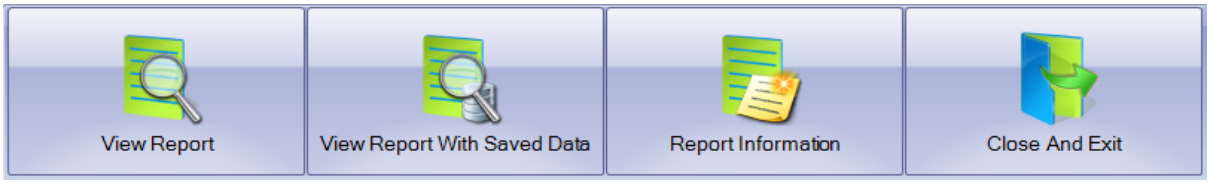
2.1.1 Report Options

In Report Runner Viewer we cover several **Report Options** on how you can View YOUR Reports and work with the Viewer.



Tasks Covered In This Section

Report Options

- View Report
- View Report With Saved Data
- Report Information
- Close and Exit

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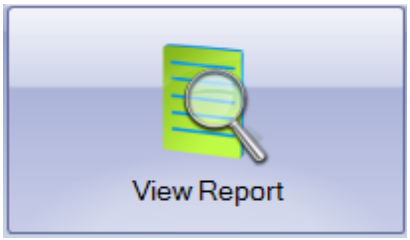
2.1.1.1 View Report

Report Runner Viewer allows you to view Crystal Reports ™ (.rpt files) templates. We have provided information on how you can View YOUR Report with **LIVE DATA**.



Steps are as follows

1) Open Jeff-Net Report Runner Viewer.

2) Locate your Crystal Reports™ (.rpt file) template. You can select your report through the **Left Browse** window called **"Browse Drives and Directories"**.

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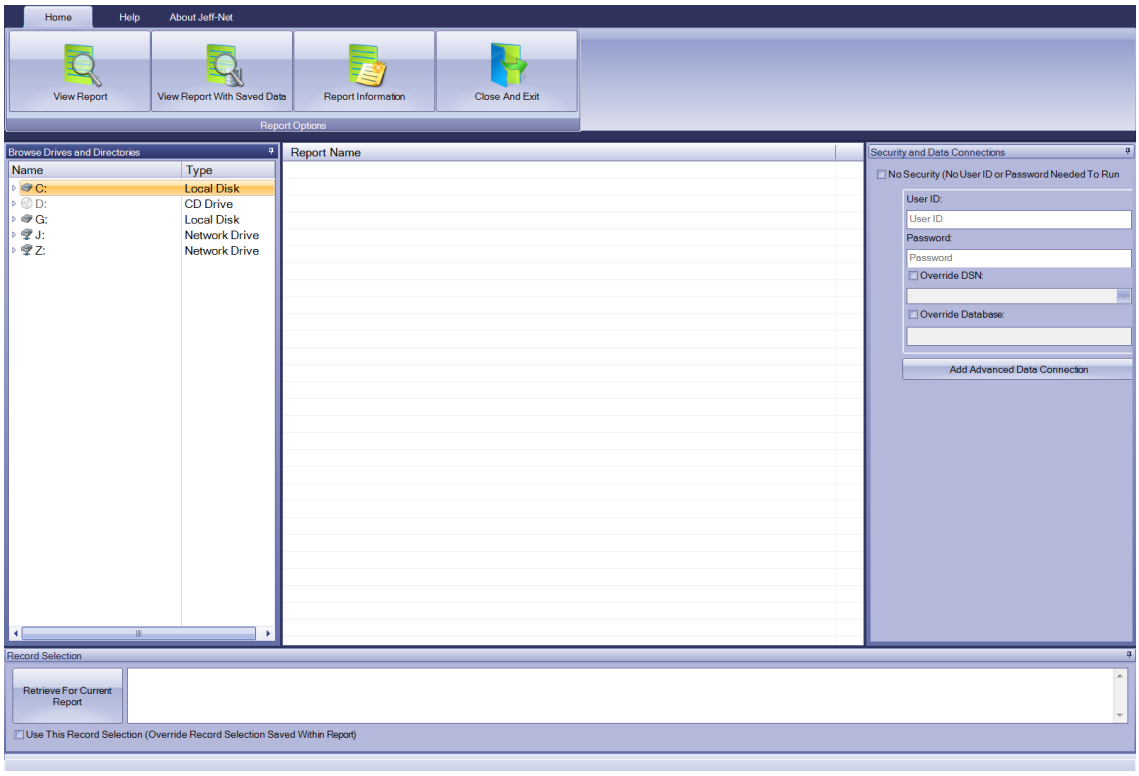

3) Highlight (select) the report from the Report Name section.

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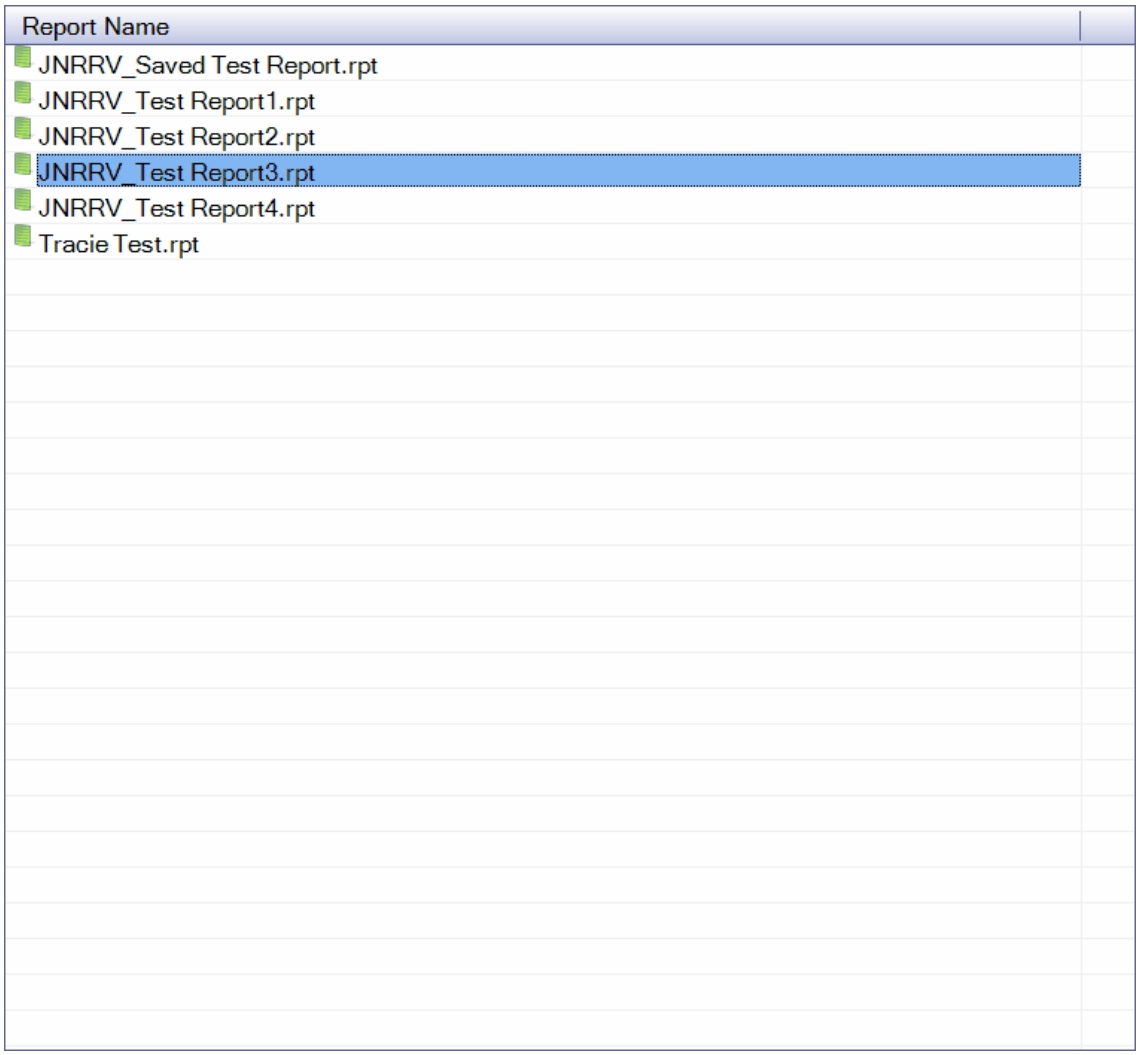
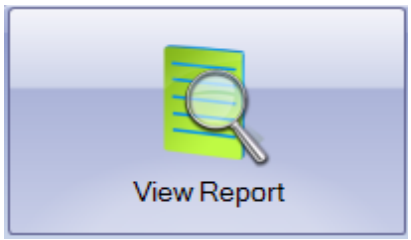


4) Then you can view your report by either selecting the **View Report** Button or you have two other options on how you can view your report.



a) You can double-click on the report listed in **Report Name** section to

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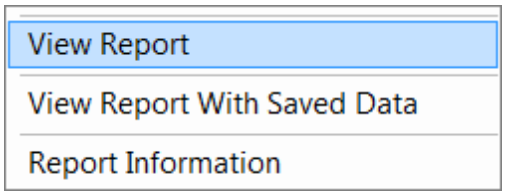
view your report.

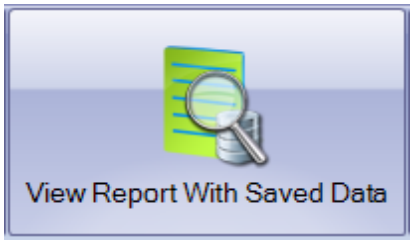
b) You can also right-click on the report listed in **Report Name** section and a menu will display and then select View Report from the list.

*Example of the View Report option in the menu when do a **"right-click"** on the report you want to view.*



2.1.1.2 View Report With Saved Data

Report Runner Viewer allows you to view Crystal Reports ™ (.rpt files). We have provided information on how you can **View YOUR Report WITH SAVED DATA**. When selecting **View Report With Saved Data** function you are viewing SAVED data.



Steps are as follows

1) Open Jeff-Net Report Runner Viewer.

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2) Locate your Crystal Reports™ (.rpt file) template. You can select your report through the **Left Browse** window called "**Browse Drives and Directories**".

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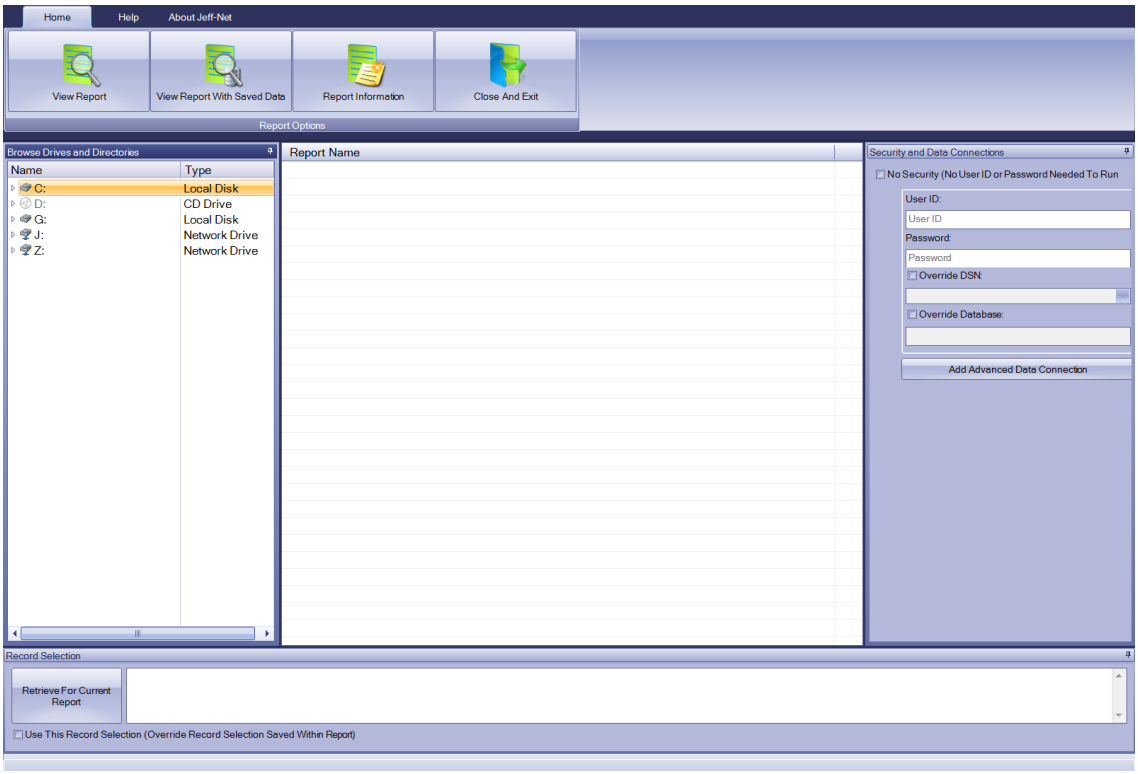

3) Highlight (select) the report from the Report Name section.

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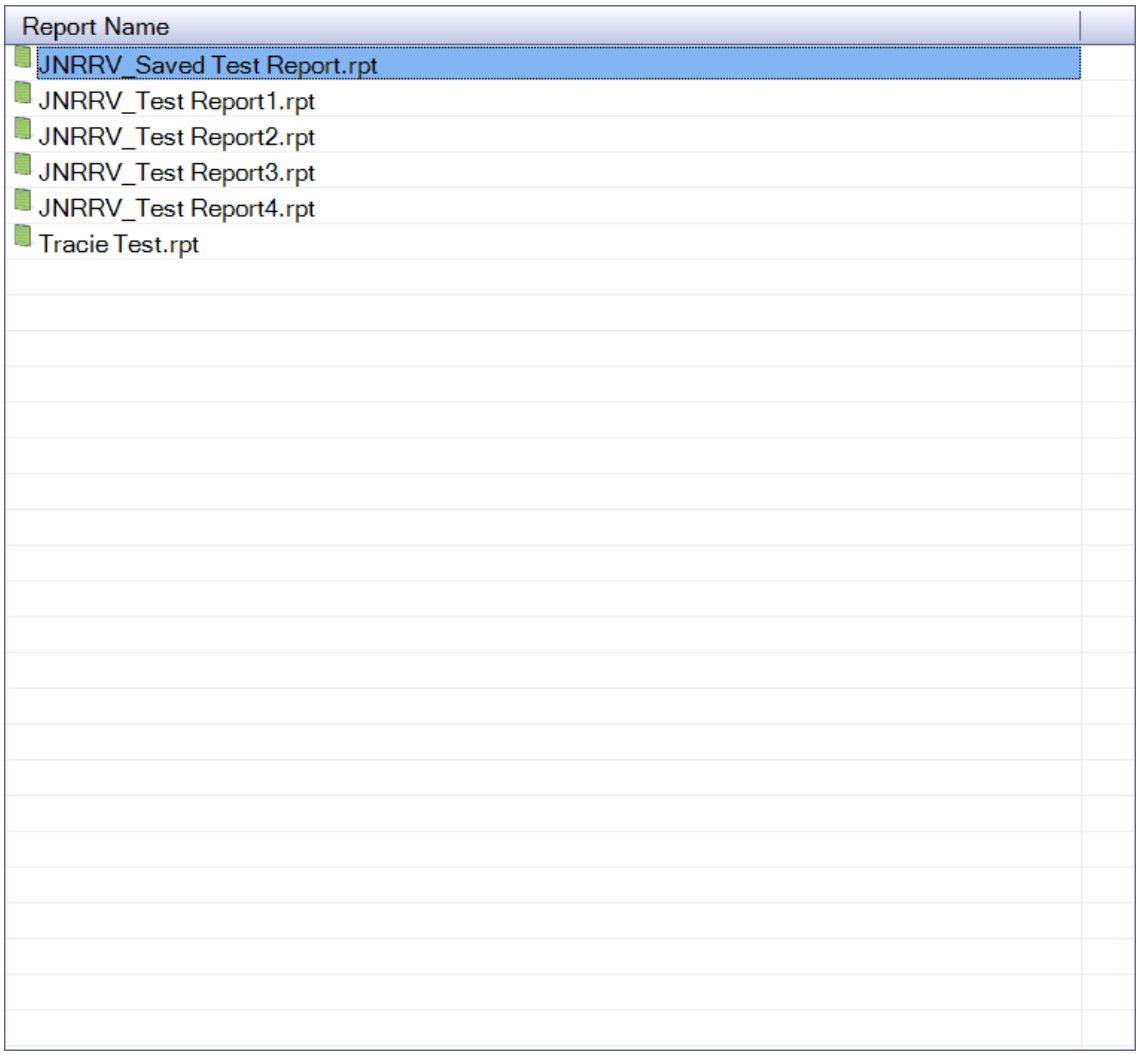
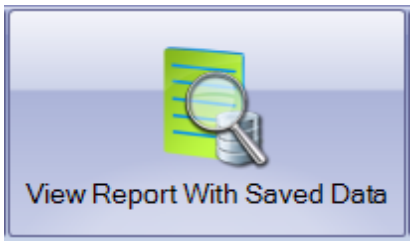


4) Once you have located your "Saved Data" Report, simply click on the **View Report With Saved Data** button.



a) You can also view your "Saved Data" report by highlighting (selecting) the report and then use the "right-click" function for the report menu list. Then click on the **View Report With Saved Data** from the menu.

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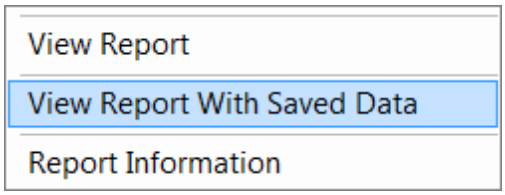
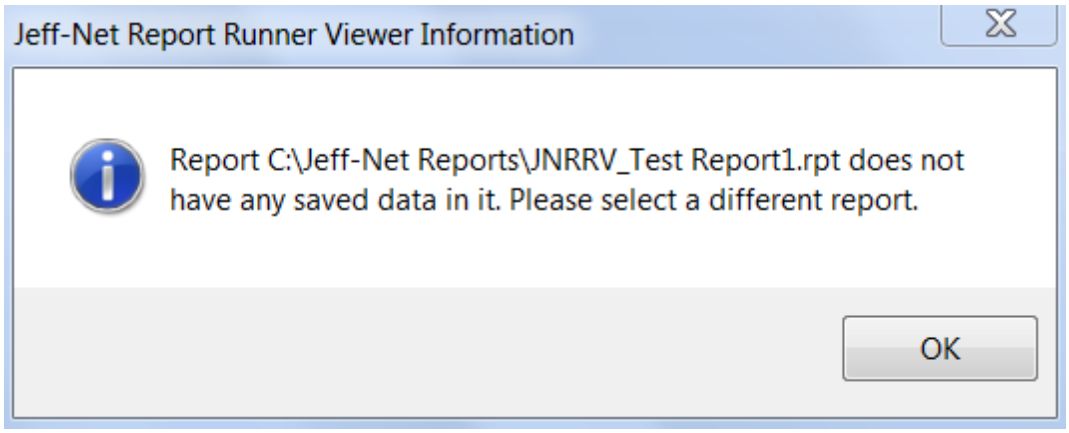
*Example of the View Report With Saved Data option in the menu when do a **"right-click"** on the report you want to view:*



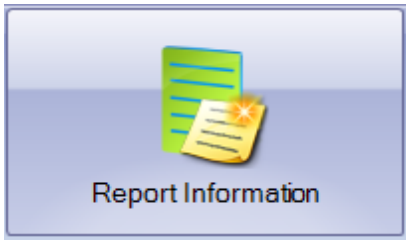
Note: The report you select needs to be designed with "Saved Data" in order for this function to work.

Example of the message you will receive if the report does not have any saved data in it:


Jeff-Net Report Runner Viewer Information
Report C:\Jeff-Net Reports\JNRRV_Test Report1.rpt does not have any saved data in it. Please select a different report.
OK

2.1.1.3 Report Information

In Report Runner Viewer we provide a **Report Information** Button that you can view details about your Report. This information is generated from your report created in Crystal Reports™ (.rpt).



Note: This is not designed to modify from this screen, it is for informational purposes ONLY. The technical term for this is "read only".

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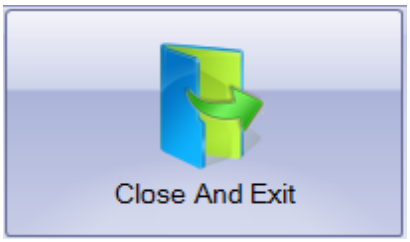
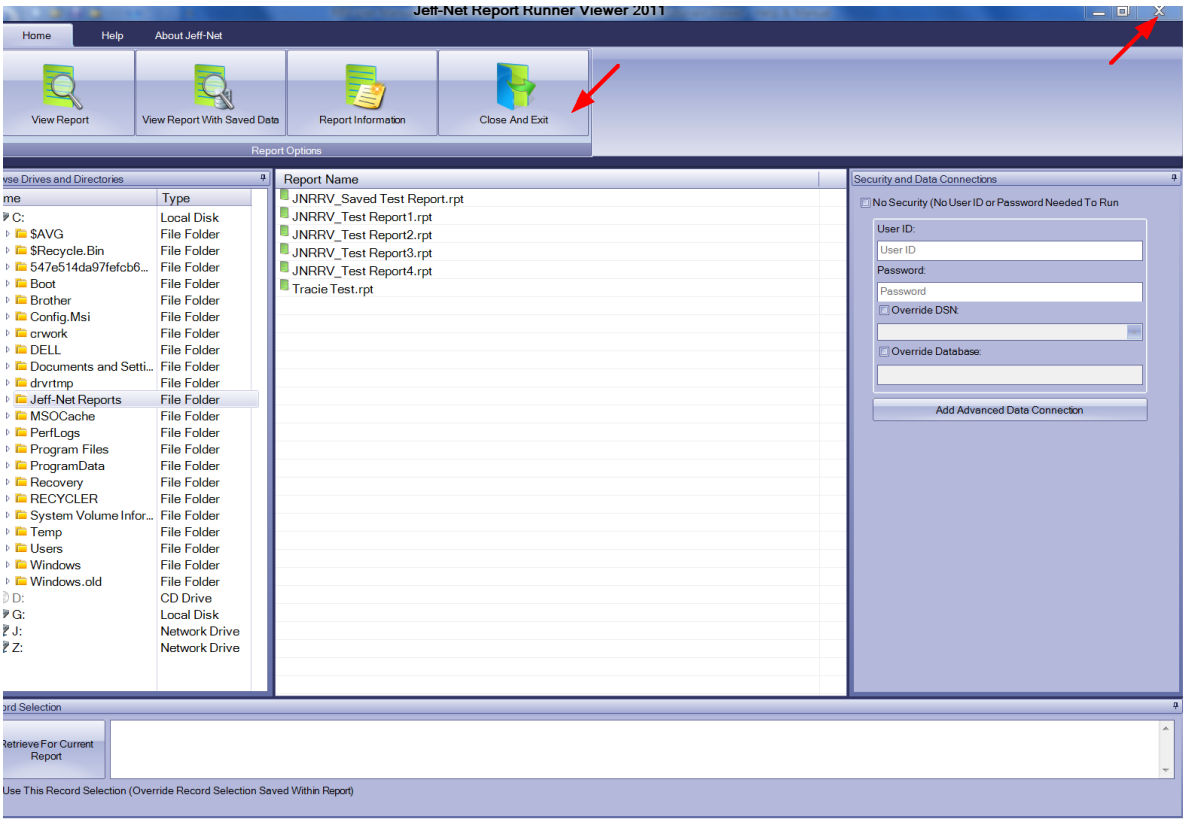
2.1.1.4 Close and Exit

In Report Runner Viewer, the **Close and Exit** Button is an easy way to **CLOSE** your report and **EXIT** Report Runner Viewer.



Tip: You can also use the "X" from the top right corner bar to EXIT Report Runner Viewer as well.



2.1.2 Browse Drives and Directories

In Report Runner Viewer you are able to select your report through our **Browse Drives and Directories** window.

Note: You may need to get with your Crystal Reports Developer or Network Administrator if you don't know where the reports are located.

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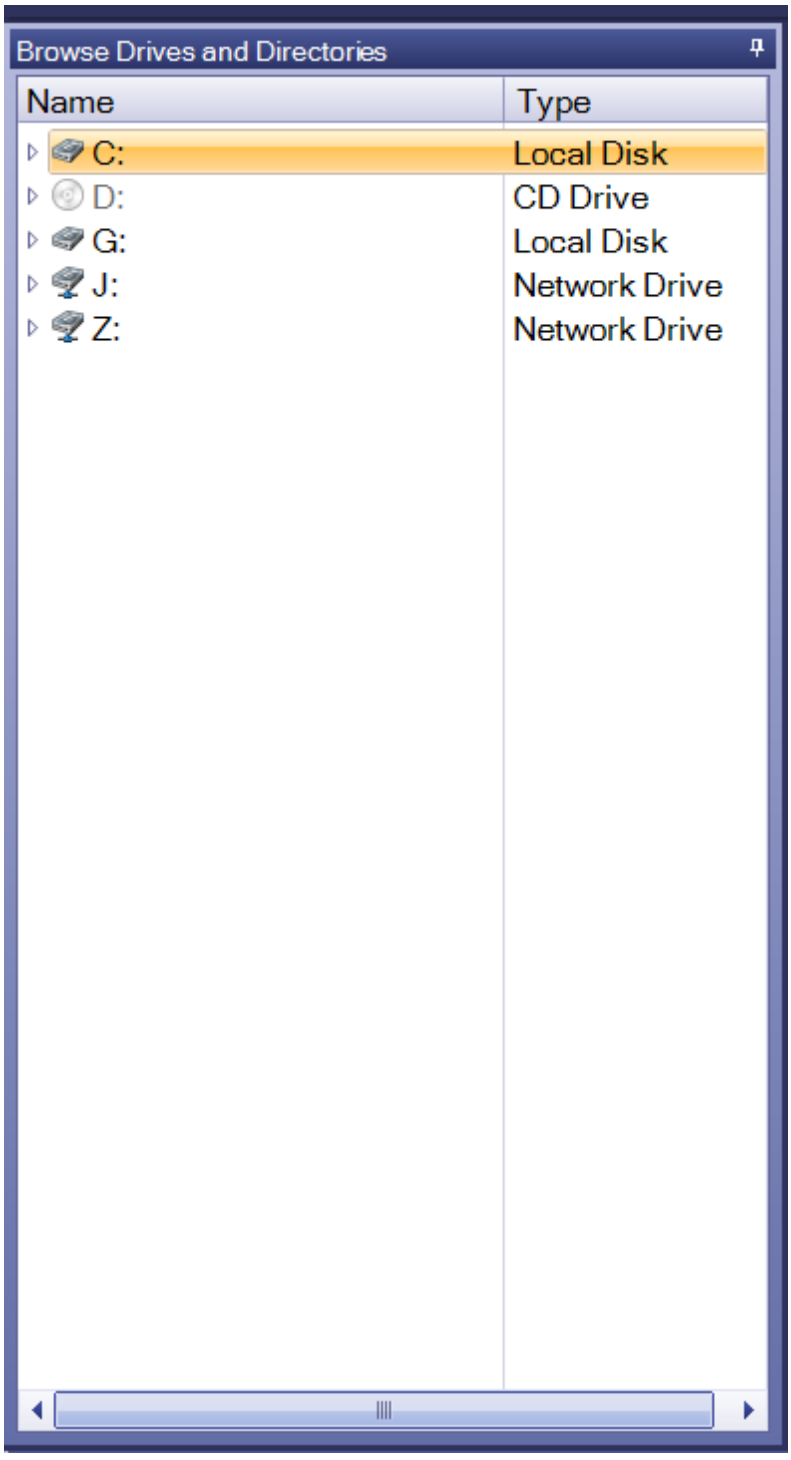

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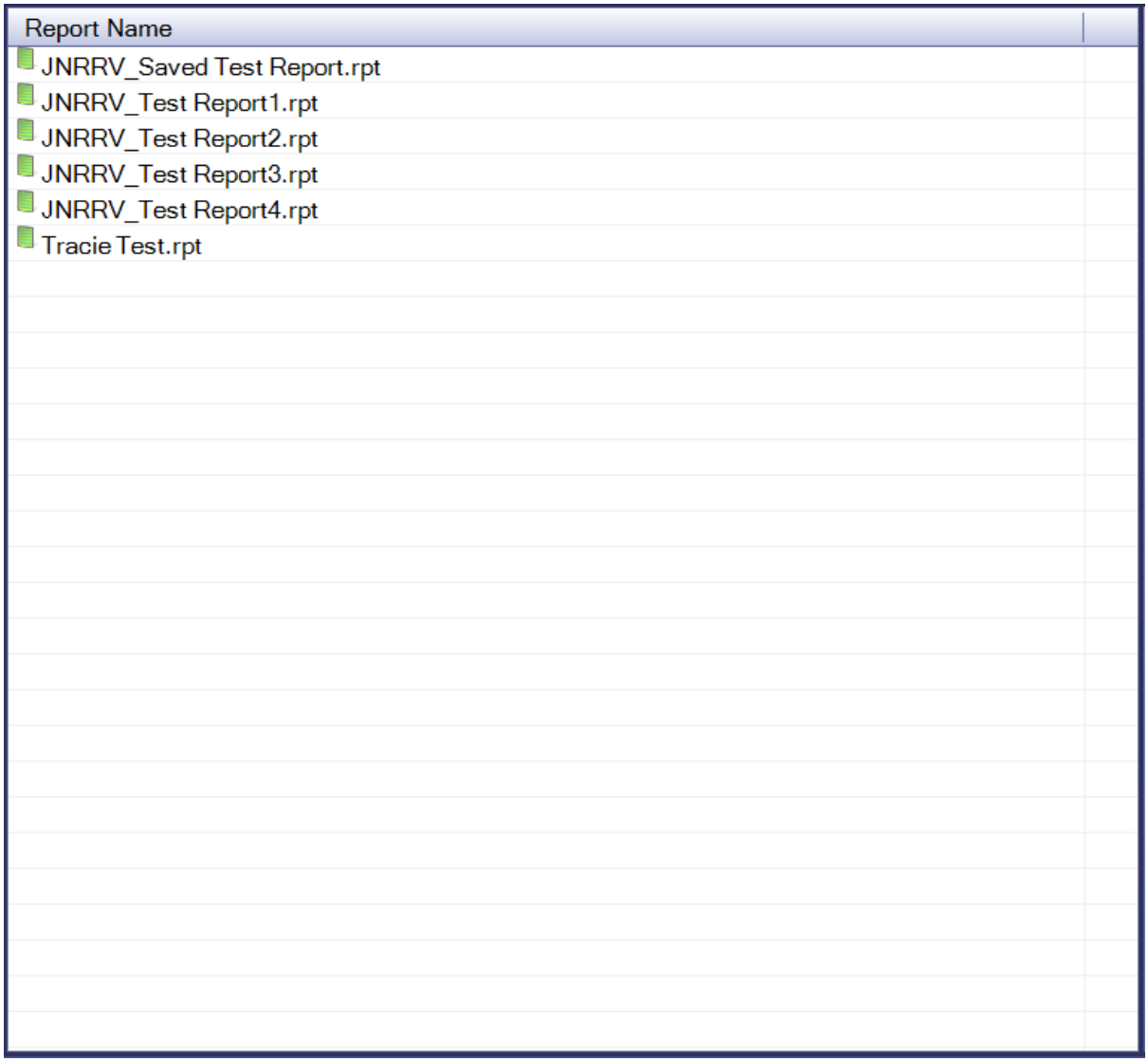
2.1.3 Report Name

In Report Runner Viewer we have designed this **Report Name** window to list the reports for you to View once you have identified the directory where the report(s) are saved.



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2.1.4 Security and Data Connections

In Report Runner Viewer, this particular **Security and Data Connections** window allows you to enter the necessary information that is needed related to your **User ID** and **Password**. We also have options that cover **DSN**, **Database Settings** and **Advanced Data Connections**.

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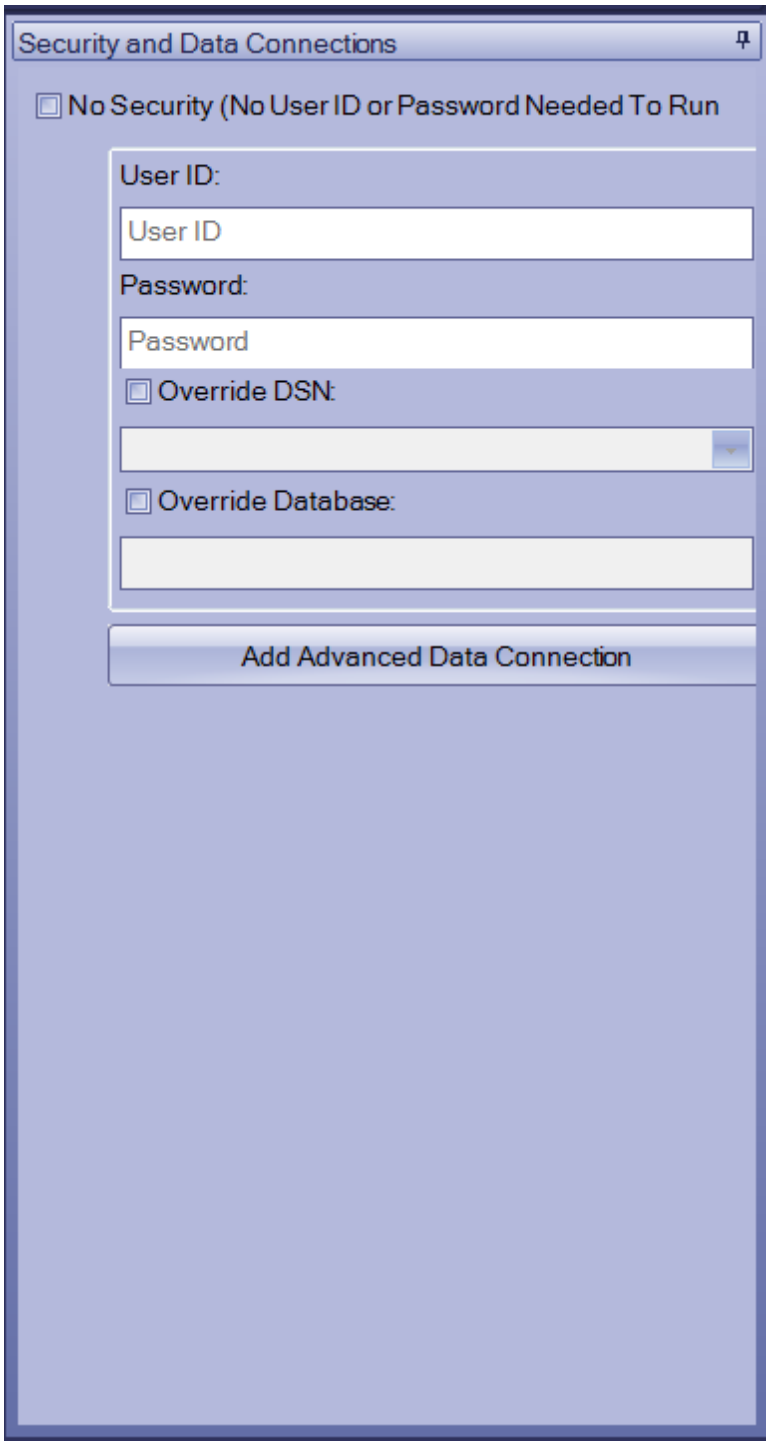

Tasks Covered In This Section

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- **No Security**
  - With the **No Security** (**No User ID and Password To Run**) option you can check this to let Report Runner Viewer know that you do not need a specific User ID and Password to View your Report.

- **User ID**
  - The **User ID** field is where you would enter your specific User ID that is required to View your report.

- **Password**
  - The **Password** field is where you would enter your specific password that is required to View your report. This is most likely the password is associated with your User ID.
  - When the **password** is entered in this field, it is automatically saved so that the user does not have to enter it every time. If you require the user to enter the password every time, see [Options] INI Settings for details on how to change this function accordingly.

- **Override DSN**
  - When you check this **Override DSN** option it will bypass this setting that might be required to View your report.

- **Override Database**
  - When you check this **Override Database** option it will bypass this setting that might be required to View your report.

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- **Add Advanced Data Connection**
  - When you click on the **Add Advanced Data Connection** button it will take you to the **Configure Advanced Data Connection** to identify the database settings for each table for the report that is listed. This is useful when your report has multiple data sources and requires different IDs and/or Passwords to run the report. It's also useful for changing a database DSN or file path for a report where the path is different from one machine to the next (different mapped drives)

2.1.5 Record Selection

The **Bottom Record Selection** is for when you want to retrieve the record selection for your current report and edit the record selection criteria on-the-fly.

After you have retrieved the Record Selection and it is displayed in the white window area, you also can check the box option to **Use This Record Selection (Override Record Selection Saved Within Report)**. When this option is checked you will override the record selection that was saved within the report with the recent information listed.

Note: Changing the record selection here will not update the report permanently.

In most cases, this function is not necessary so we do make it available to "hide" or "lock" this Bottom Record Selection window in the **[Options]** within the **INI File**.

Record Selection
Retrieve For Current Report
Use This Record Selection (Override Record Selection Saved Within Report)

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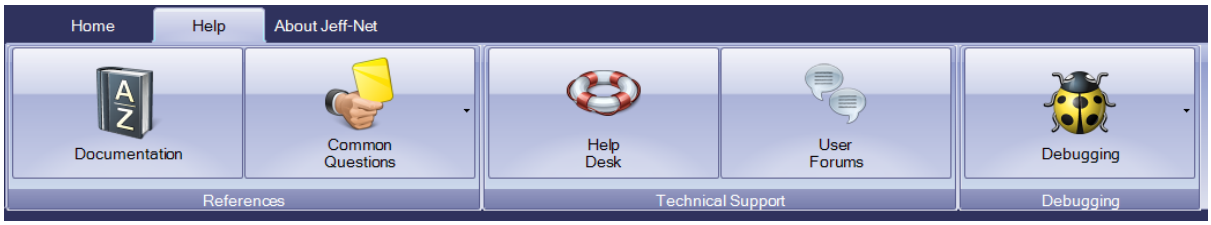
2.2 Help

There are a number of different sources of help in **Report Runner Viewer**. We have designed our application to provide you with all the information you will need to reach **Jeff-Net Fan Support**. Although, if you don't find what you are looking for, please do not hesitate to let us know. We are here to help!



Tasks Covered In This Section

Help

- Documentation
- Common Questions
- Help Desk
- User Forums
- Debugging

2.2.1 Documentation

In **Report Runner Viewer** we provide an option to access our online Help **Documentation**. It downloads a PDF formatted version of the entire User Manual Documentation for you to save to a location on your computer or can be printed.

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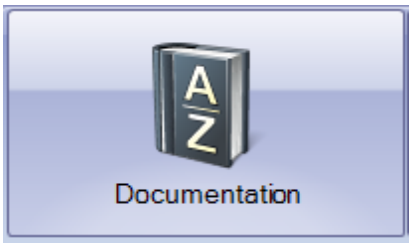
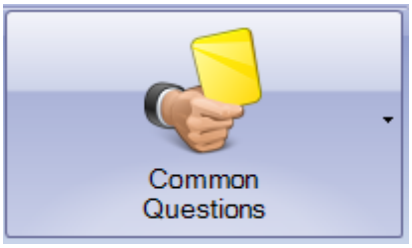
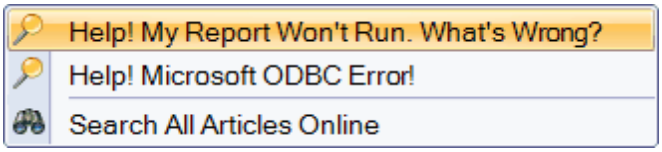


Note: You will need to have Adobe Reader installed on your machine in order to view the PDF formatted version of the Help Documentation.

2.2.2 Common Questions

We have listed a few common questions for **Report Runner Viewer**. You can access this information by selecting the **Help** menu and then click on the **Common Questions** button.





See Also:

- Getting Help
- Help Desk

2.2.3 Help Desk

Do you need **Jeff-Net Fan Support**? You reach the **Jeff-Net Help Desk** within Report Runner Viewer. Simply select the **Help** menu at the top toolbar and then click on the **Help Desk** button.

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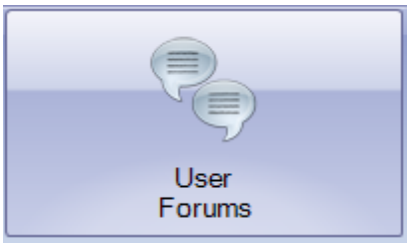
2.2.4 User Forums

The **User Forums** option under the **Help** menu in **Report Runner Viewer** directs you to the **Jeff-Net** User Forums where we have a wonderful resource that contains material about the Viewer. Register today (it's completely free) and get support from the Jeff-Net Staff Team and thousands of other experienced Viewer Users.



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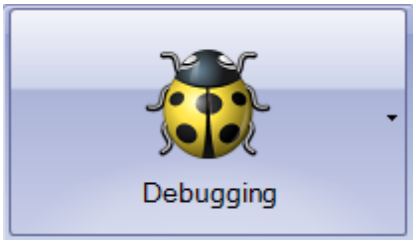
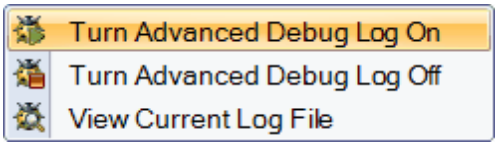
2.2.5 Debugging

If you're having problems within Report Runner Viewer, but you're unsure about what's going on, there is an advanced debugging and current log available. Under the **Help** menu, click on the **Debugging** button you can **Turn Advanced Debugging** on or off AND to **View Current Log File**. The log file is very detailed. Turning the log file on will create a log file for everything you do within Report Runner Viewer. Note, log file are saved for at least 30 days and then automatically deleted. You do not need to worry about filling up your disk space with log files, because we keep everything cleaned up for you automatically.





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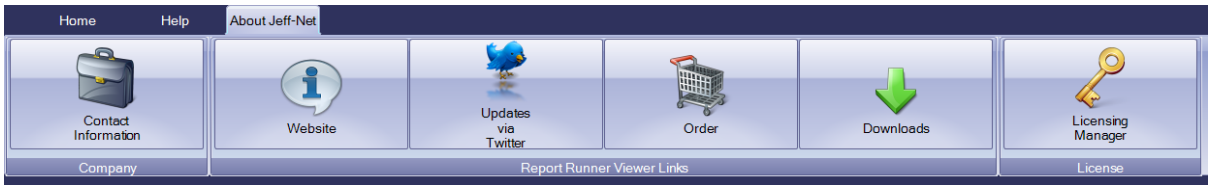
2.3 About Jeff-Net

Jeff-Net is a software company based in Bedford, Texas specializing in reporting, report tools and report distribution. We have a long history of hard work, easy-to-use software, world-class support and happy customers.

We have provided links to several different options on how you can access Jeff-Net within Report Runner Viewer.



Tasks Covered In This Section

About Jeff-Net

- Contact Information
- Website
- Updates via Twitter
- Order
- Downloads
- Licensing Manager

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2.3.1 Contact Information

We have made it easy for you to contact **Jeff-Net** within **Report Runner Viewer**. It is located in the **About Jeff-Net** menu and then click on the **Contact Information** button. This will direct you to our **Contact Us** Page of the Jeff-Net Website.

More Information

Jeff-Net, LLC
P.O. Box 546
Bedford, Texas

Phone: 1-800-JEFF-NET (533-3638) x 1
Fax: 1-800-784-5661

Sales: customerservice@jeff-net.com

Support: support@jeff-net.com

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Jeff-Net Support Hours

Office hours:

Monday – Friday

9:00AM to 6:00PM (Central Standard Time)

For Sales, Development & Technical Support

Additional Technical Support hours:

Monday – Friday

6:00PM to Midnight (Central Standard Time)

For Technical Support ONLY

Critical Technical Support hours:

24hours/7days a week

*We have someone on call for **critical** technical support issues that would pertain to Report Runner Viewer failing and/or licensing issues that are prohibiting production. To contact us for production-down issues, please open a help desk ticket and set it for the highest priority.*

http://www.jeff-net.com/support/

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2.3.2 Website

Within Report Runner Viewer, you can simply access the **Jeff-Net** Website by selecting the **About Jeff-Net** menu and then click on the **Website** button. This will direct you to the Report Runner Viewer page.

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2.3.3 Updates via Twitter

Do you you want to follow **Report Runner** on **Twitter** and stay current with the latest Tweets? This option in Report Runner Viewer will take you directly to our Twitter profile for Report Runner.

Simply select **About Jeff-Net** menu and click on the **Updates via Twitter** button.

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2.3.4 Order

Are you ready to place your order? In Report Runner Viewer you can select **About Jeff-Net** menu and then click on the **Order** button and it will direct you to our Jeff-Net Web store for Editions and Licensing available for Report Runner Viewer. If you have any questions please do not hesitate to let us know. We are here to serve you!

More Information

- **Contact Jeff-Net Fan Support**

  Jeff-Net, LLC
  P.O. Box 546
  Bedford, Texas

  Phone: 1-800-JEFF-NET (533-3638) x 1
  Fax: 1-800-784-5661

  Sales: customerservice@jeff-net.com

  Support: support@jeff-net.com

- **Payment Term Options**
  - We are happy to accept all major credit cards online for any size order.
  - We accept wire transfers upon request.
  - Signed Company Purchase Orders with Net 30 Terms for orders of $400 or above.

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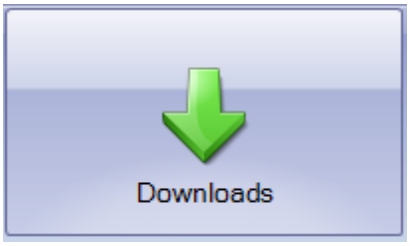
2.3.5 Downloads

In **Report Runner Viewer**, we have made it simple to obtain access to our **Download Center** for the Full Installer and the latest EXE Updater.

Select the **About Jeff-Net** menu, click on the **Downloads** button. This will take you directly to our Jeff-Net Downloads for Report Runner Viewer.



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2.3.6 Licensing Manager

In Report Runner Viewer we provide ways to access and obtain information about your license within the application. In the **About Jeff-Net** menu, click on **Licensing Manager**.

Tasks Covered In This Section

Licensing Manager

- Edit/Change License
- Check License Status
- Deactivate License
- Clear All Licensing

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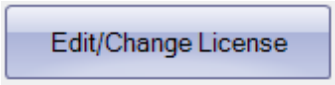
2.3.6.1 Edit/Change License

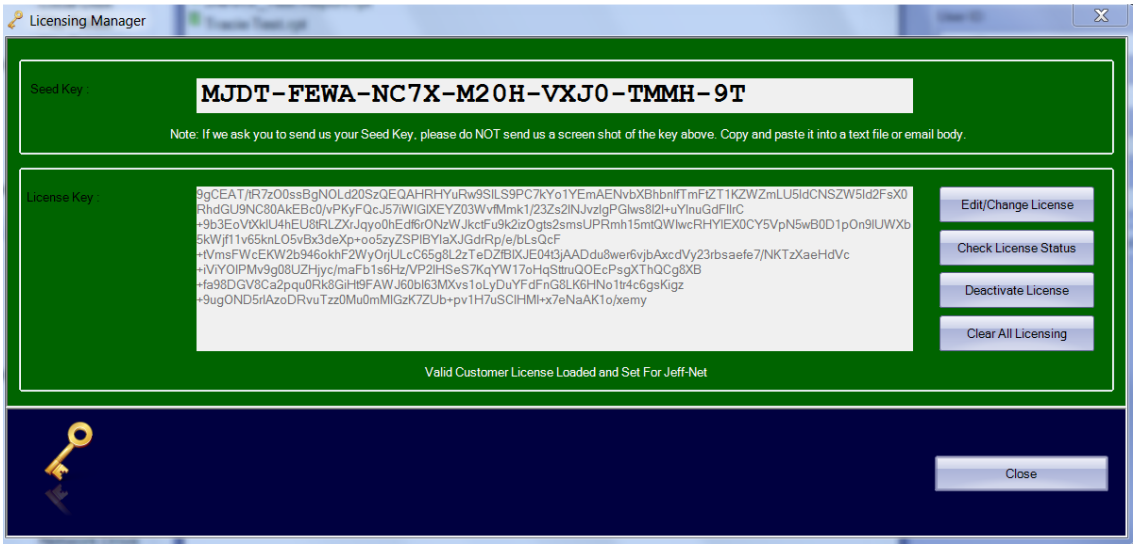
The **Licensing Manager** in Report Runner Viewer allows for you to Edit and/or Change your License. This can occur when you need to renew your annual license.



Steps are as follows:

1) When you select this **Edit/Change License** button it allows for you to paste in the license key that has been assigned to you by Jeff-Net Fan Support.

2) This license information will go in the **License Key** box area.



3) After you have placed the license key information in the appropriate box, simply select the **Close** button to exit the **Licensing Manager** and save your license

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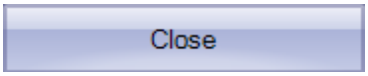
information.



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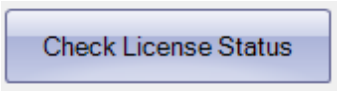
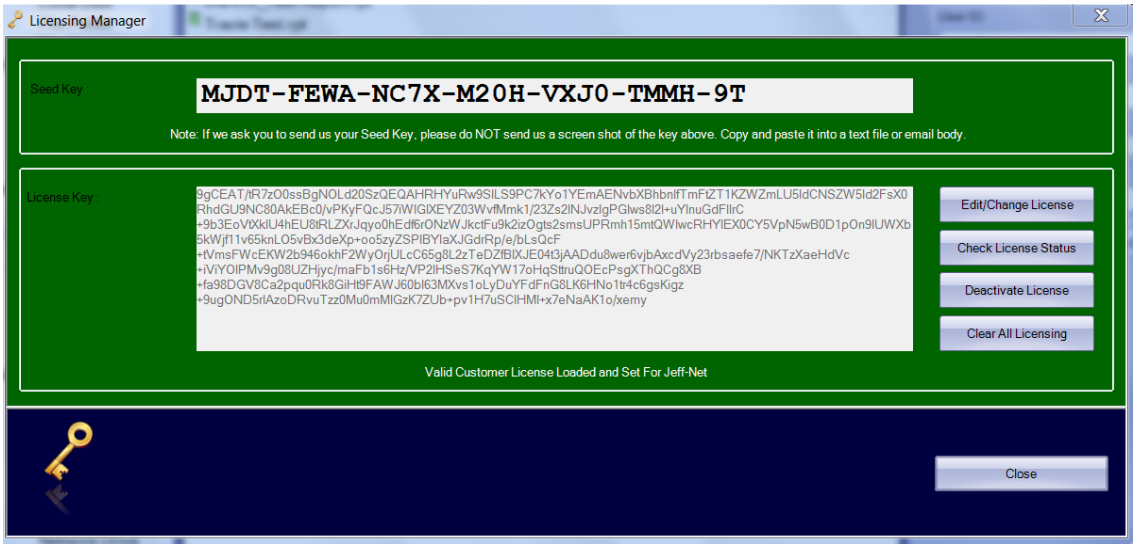
2.3.6.2 Check License Status

We have made it easy to check the status of your license within Report Runner Viewer. Simply select the **About Jeff-Net** menu and click on **Licensing Manager**.

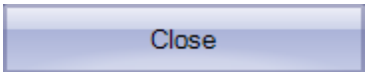


Steps are as follows:

1) Select the **Check License Status** button to view the status of your Report Runner Viewer license.



2) Click on **Close** when you are finished viewing your license status.



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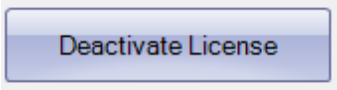
2.3.6.3 Deactivate License

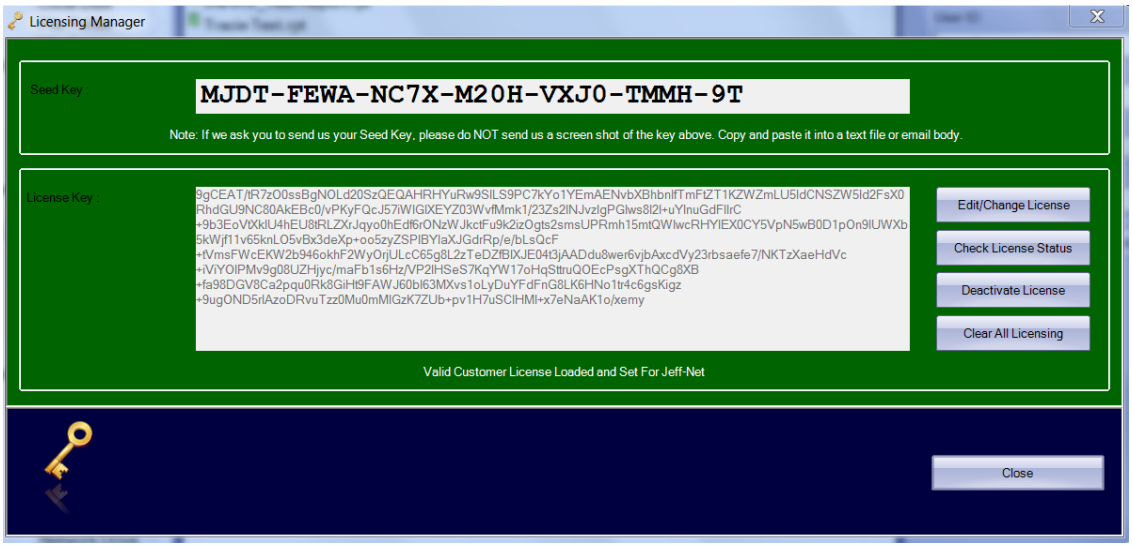
If you need to deactivate your license for any reason, we give you an option to do that within Report Runner Viewer. Select **About Jeff-Net** menu and click on the **Licensing Manager**.



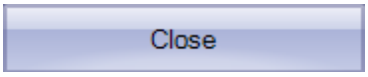
Steps are as follows:

1) In the **Licensing Manager**, select the **Deactivate License** if you need to delete this particular license from the machine.

Note: Once you deactivate a license you are not able reactivate it on the same machine without our assistance.



2) Click on **Close** when you are finished.



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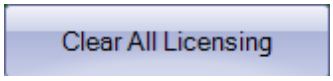
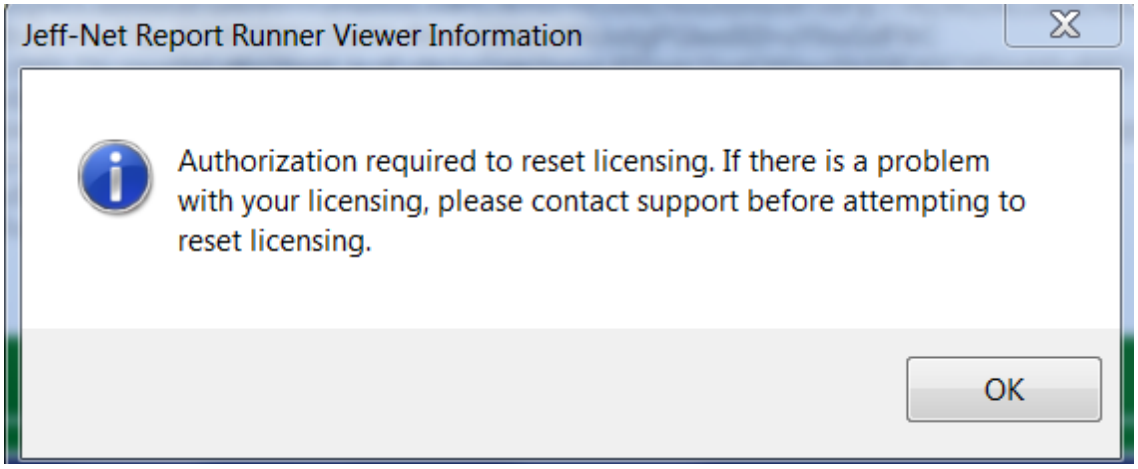
2.3.6.4 Clear All Licensing

There is an option to **Clear All Licensing** in the Licensing Manager of Report Runner Viewer. This might be needed if your licensing is not activating properly for whatever reason.

Note: This requires for you to contact Jeff-Net Fan Support for approval.




Jeff-Net Report Runner Viewer Information
Authorization required to reset licensing. If there is a problem with your licensing, please contact support before attempting to reset licensing.
OK

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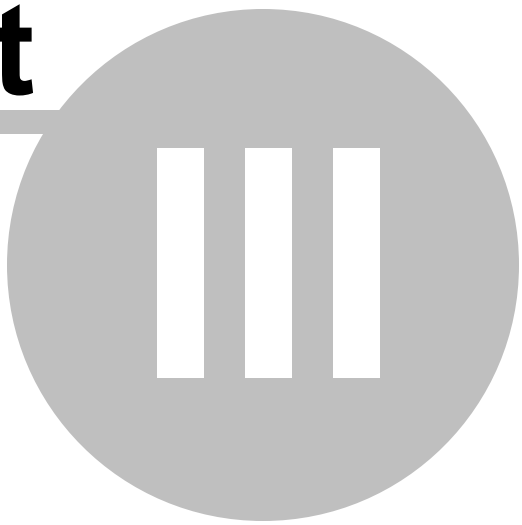
Part



3 Reference

The topics in **Reference** have more detailed information on certain subjects that will help you obtain a better understanding of how to work with all aspects of Report Runner Viewer.

One of the topics we highly recommend checking out is the **INI Settings**. We have provided brief descriptions and even a few picture examples to show you the results of what that particular INI Setting will do for you.

Tasks Covered In This Section

Reference

- INI Settings
- Command Line Options
- Just For Developers
- Online Videos
- Compare Editions
- Upgrade FAQ
- Mail The Report
- Random Tips

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3.1 INI Settings

The **Viewer INI File** (jnrrv.ini) allows you, the **Report Administrator,** to customize the Viewer according to your company's and user's needs.

We have created the **INI File** with all default master settings necessary to run the Viewer. Technically, you can change any of these settings, but it is NOT recommended unless you are sure you know what you are changing. Please contact us if you have any questions.

The Viewer INI File (jnrrv.ini) can be found in the default directory (or similar, depending upon your Microsoft Operating System)
C:\Users\Public\Documents\Jeff-Net\Report Runner Viewer

Tasks Covered In This Section

INI Settings

- [Options]
- [Global Options]
- [Standard Viewer]

More Information

As of version 2011.77 we have added an option for **Multiple INI Files** (create custom INI files with the name jnrrv-custom WhateverYouWant.ini).

If you have INI files with "jnrrv-custom-" at the beginning, you will be prompted to pick an INI file when the Viewer starts. This was a legacy feature that was requested from previous customers.

3.1.1 [Options]

These INI Settings are under the **[Options]** Group. If you don't fully understand what they do, just let us know, or give them a try; you can't hurt anything. For the options in the

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INI file (jnrrv.ini), for the ones that require a 1 or 0, 1 is the same as ‘Yes’ or and 0 is the same as ‘No’.

[Options] Group

[Options]

- Lock
- Hide
- Show
- Disable
- Enable
- Show
- Others

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3.1.1.1 Lock

In Report Runner Viewer you can customize the **Lock INI Settings** under the **[Options]** to "lock" the View Button(s) and certain functions. You can still see the button (s) and functions but when you "lock" it down, it is just grayed out and not accessible to the end-user. We have also made it so easy and listed all the INI Settings within the INI File for your convenience. You simply make modifications accordingly.

Lock INI Settings

- **Lock View Button**
  - This INI Setting is designed to 'lock" the **View Report** button within Report Runner Viewer. By default, it is set to "0" so that this is available to click on and View Report. If you need to turn it ON and LOCK it, simply change the "0" to a "1".

Example:

```
[Options]
LockViewButton=0
```

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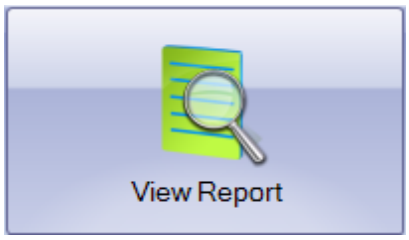
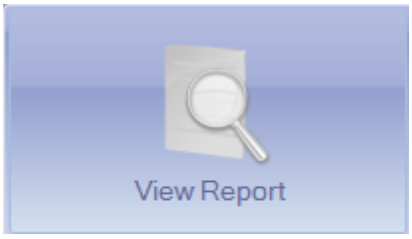


LockViewButton=1



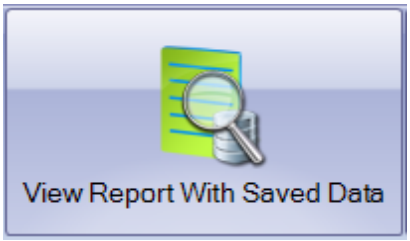
Lock Saved View Button

- The INI Setting is designed to "lock" the **View Report With Saved Data** button within Report Runner Viewer. The default is set to "0" so you can click on and View Report With Saved Data. If you need to turn this ON and LOCk it, simply change from the "0" to a "1".

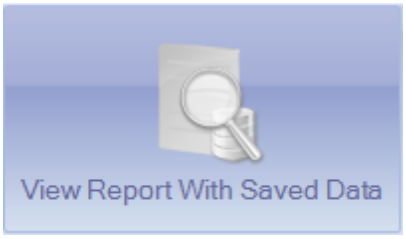
Example:

```
[Options]

LockSavedViewButton=0
```



LockSavedViewButton=1



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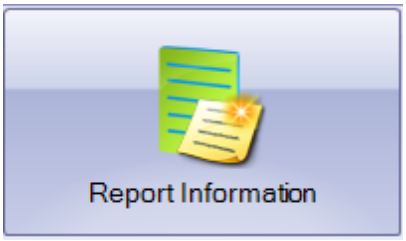
Lock Report Information Button

- This INI Setting is designed to "lock" the **Report Information** button within Report Runner Viewer. The default is set to "0" for you to click on and View Report Information. If you need to turn ON and LOCK this function, simply change from the "0" to a "1".

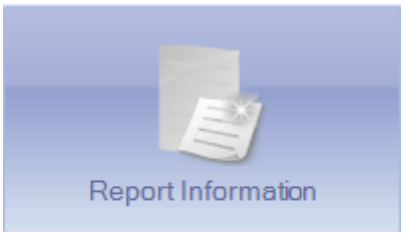
Example:

```
[Options]

LockReportInformationButton=0
```




```
LockReportInformationButton=1
```



Lock Left Browse

- This INI Setting is designed to "lock" the **Left Browse (Browse Drives and Directories)** window. The default is set to "0" and is currently turned OFF so you can easily "pin" and "unpin" the Left Browse (Browse Drives and Directories) window to access your reports. If you want to turn it ON and LOCK this function, simply change from "0" to a "1".

Example:

```
[Options]

LockLeftBrowse=0
```

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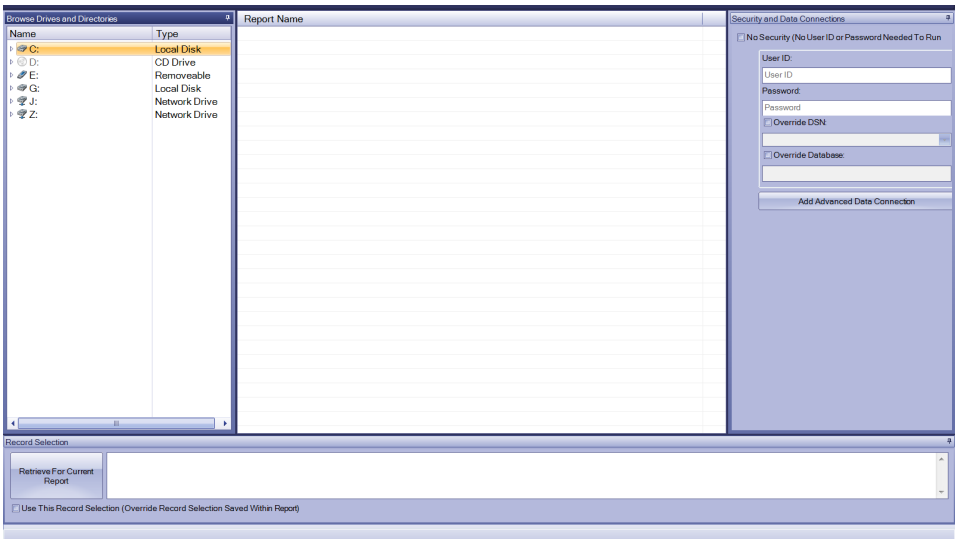

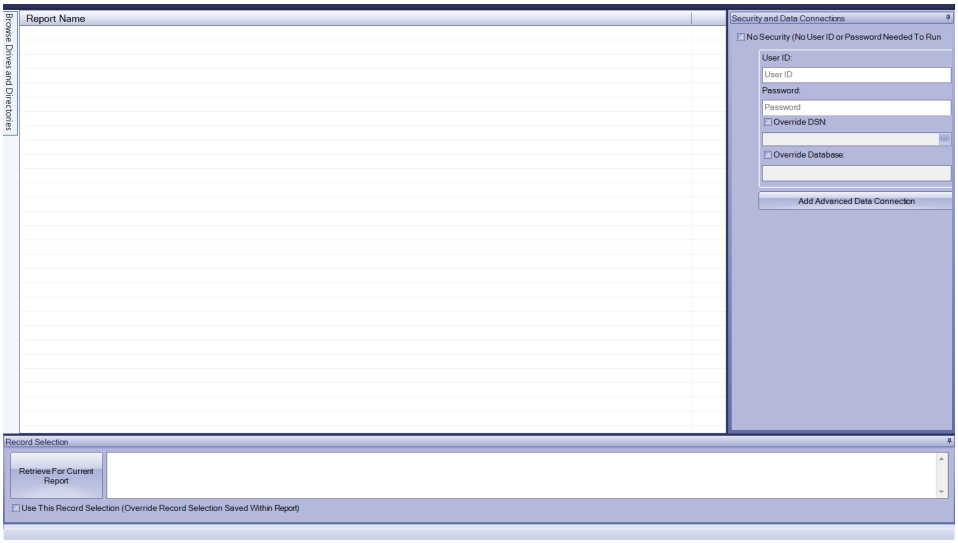

LockLeftBrowse=1

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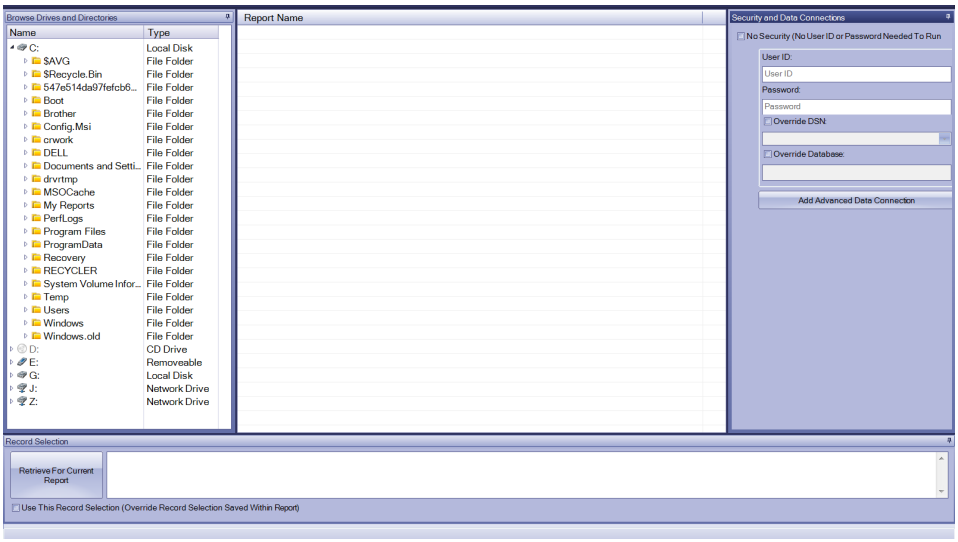

Lock Right Data Connection

- This INI Setting is designed to "lock" the **Right Data Connection (Security and Data Connections)** window within Report Runner Viewer. The default is set to "0" so you can easily access the Security and Data Connections. You can "pin" or "unpin" at anytime while working with the application. If you want to turn ON and LOCK this function, simply change from the "0" to a 1".

Example:

```
[Options]

LockRightDataConnection=0
```

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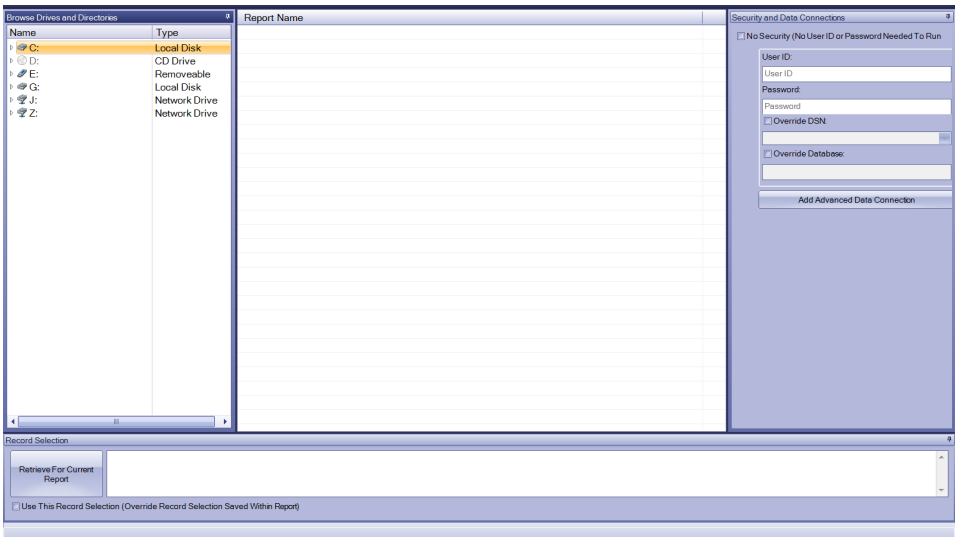

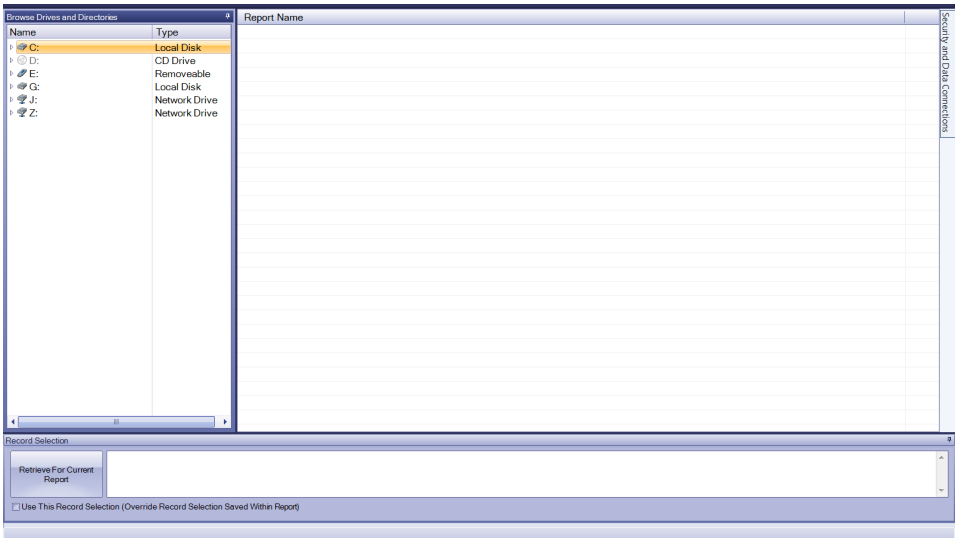

LockRightDataConnection=1

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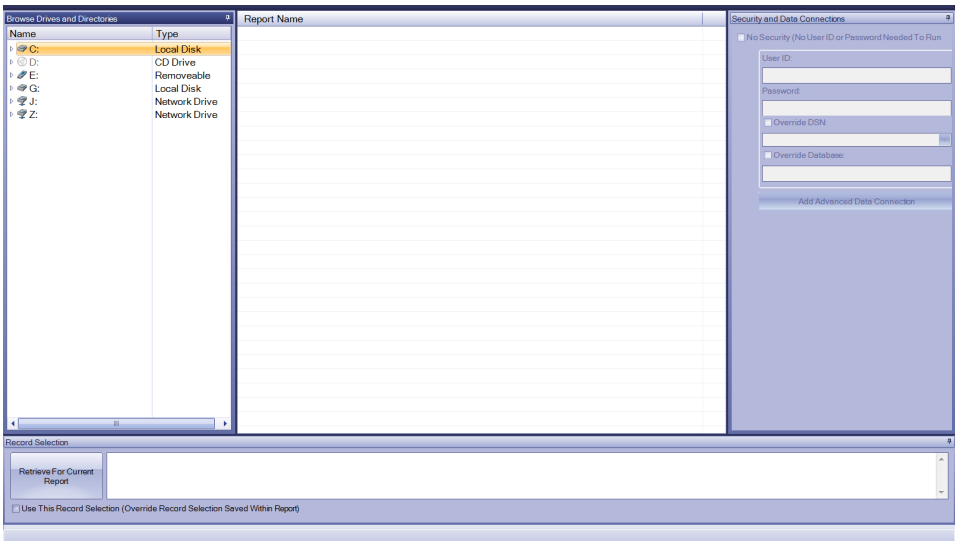

Lock Bottom Record Selection

- This INI Setting is designed to "lock" the **Bottom Record Selection** window within Report Runner Viewer. The default is currently set to a "0" so you can easily access the Record Selection area. You can "pin" and "unpin" this Record Selection window while working with the application. If you want to turn ON and LOCK this function, simply change from the "0" to a "1".

Example:

```
[Options]

LockBottomRecordSelection=0
```

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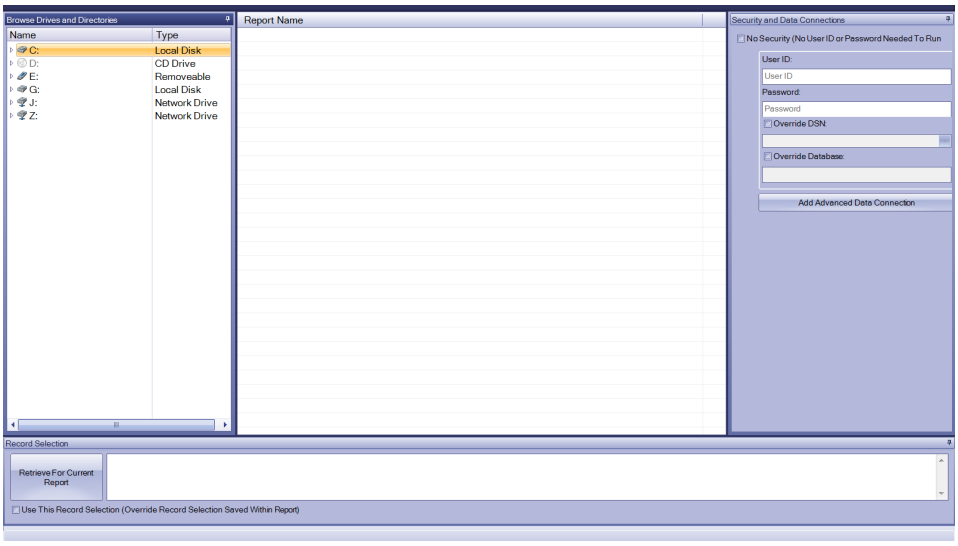

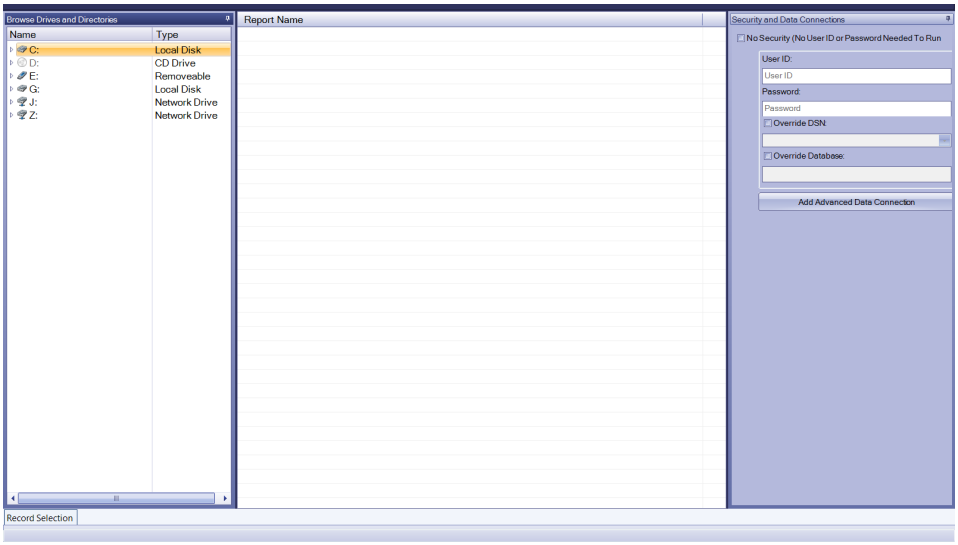

LockBottomRecordSelection=1

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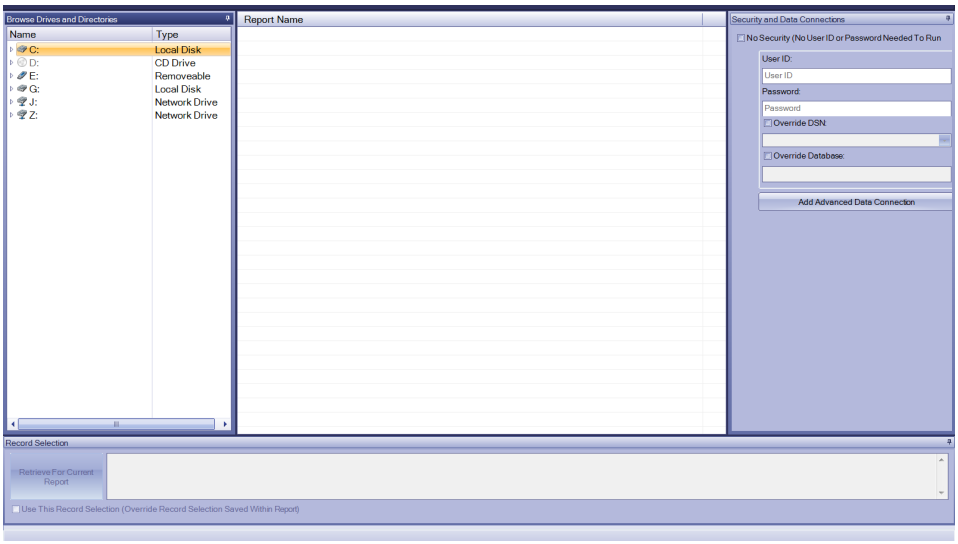


3.1.1.2 Hide

In Report Runner Viewer you can customize the **Hide INI Settings** under **[Options]** to "hide" Viewer Button(s) so it is not visible and not available to the end-user. We have made it so easy with these INI Settings listed in the INI File for your convenience. You simply just need to change the setting accordingly.

Hide INI Settings

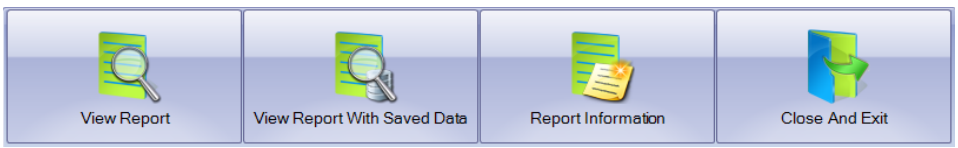
Hide View Button

- This INI Setting is designed to "hide" the **View Report** Button in the Viewer. This is currently turned OFF as a default so you SEE the **View Button**. If you want to turn ON the **Hide View Button** in Report Runner Viewer where it is hidden, simply change it from "0" to a "1".

Example:

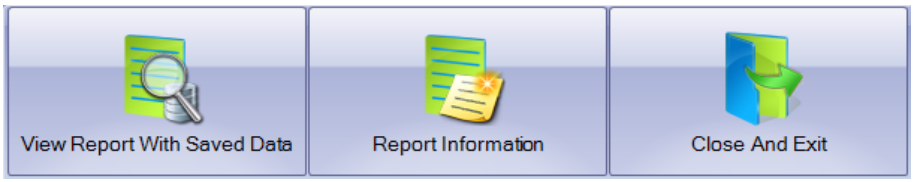
```
[Options]

HideViewButton=0
```



© 2011 Jeff-Net

HideViewButton=1



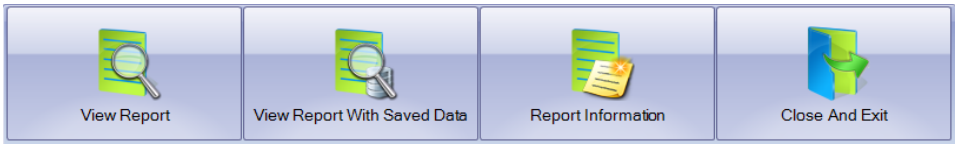
Hide View Saved Button

- This INI Setting is designed for you to "hide" the View **Report With Saved Data** Button in Report Runner Viewer. All you need to do to turn ON the **Hide View Saved Button** INI Setting is change it from a "0" to a "1".

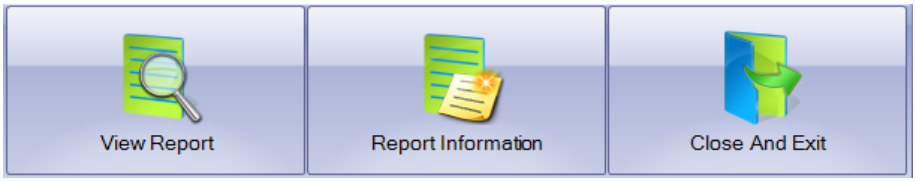
Example:

[Options]

HideViewSavedButton=0



HideViewSavedButton=1



Hide Report Information Button

- This INI Setting is designed for you to "hide" the **Report Information** Button. The default setting is set to "0" so you can see the Report Information Button. If you want to turn ON the **Hide Report Information Button**, simply change it from a '0" to a "1".

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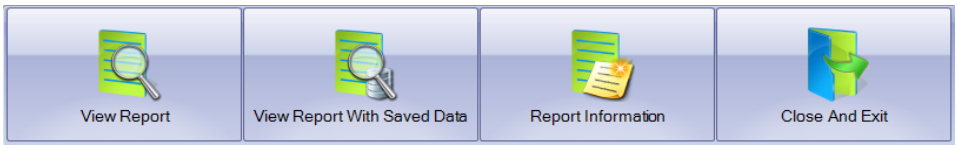
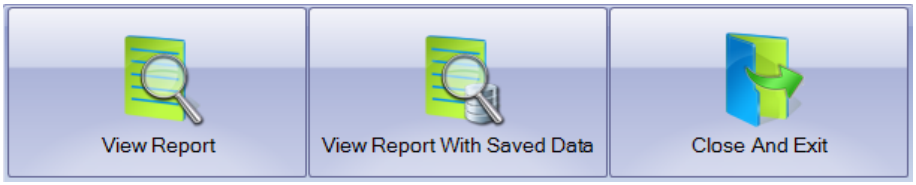
Example:

```
[Options]

HideReportInformationButton=0
```




```
HideReportInformationButton=1
```



- **Hide Left Browse**
  - This INI Setting is designed to "hide" the **Left Browse** Window (**Browse Drive and Directories**). The default setting is set to "0" so you can SEE this window. If you want to turn ON and HIDE this window, simply change the "0" to a "1".

Example:

```
[Options]

HideLeftBrowse=0
```

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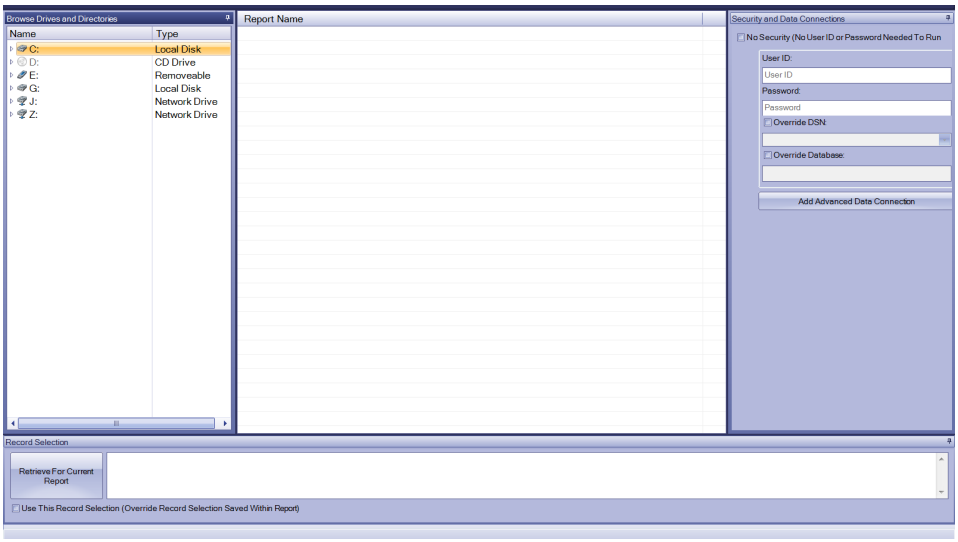

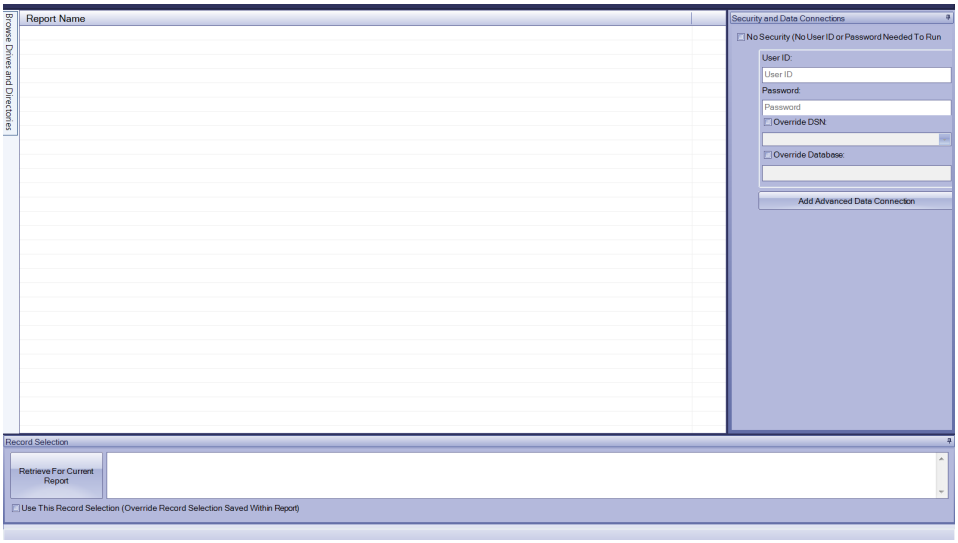

HideLeftBrowse=1

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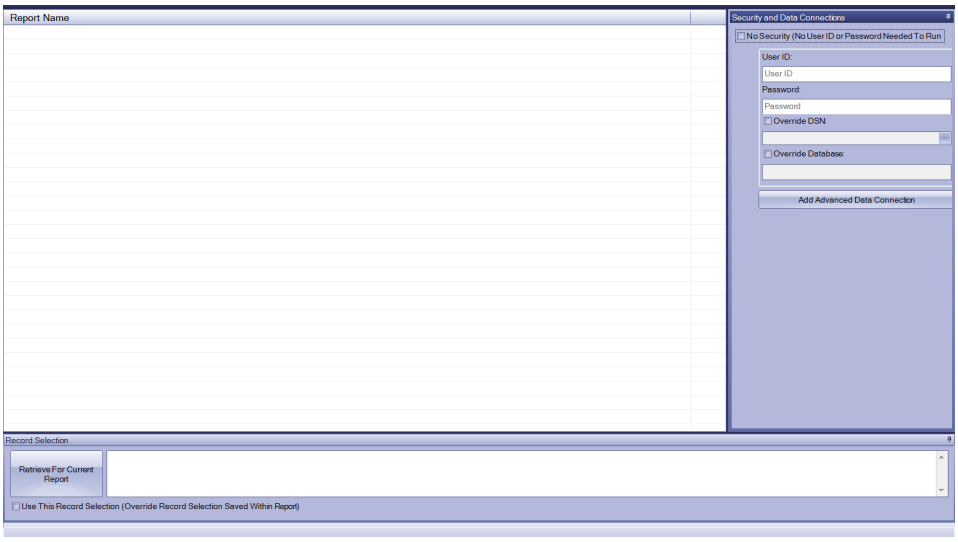


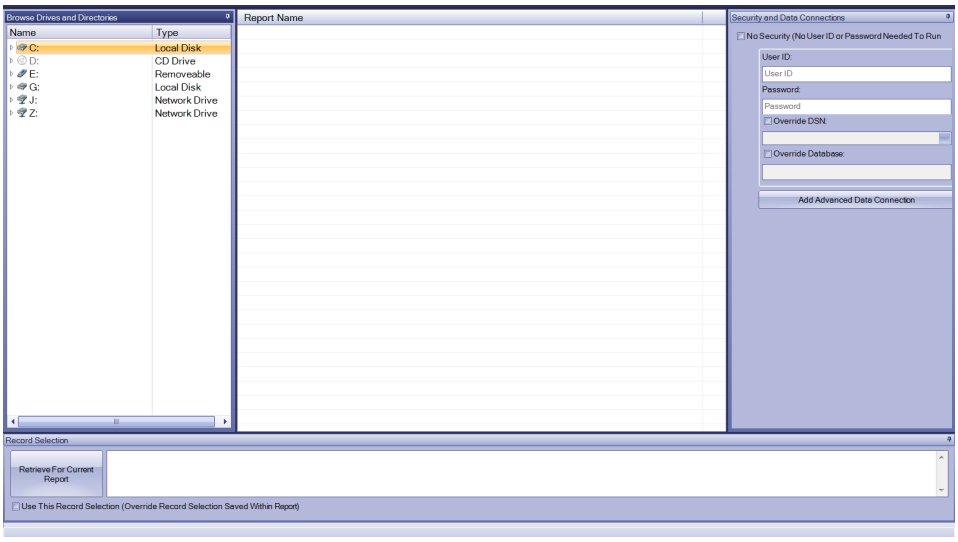
Hide Right Data Connection

- This INI Setting is designed to "hide" the **Right Data Connection** window (**Security and Data Connections**). The default setting is set to a "0" and is currently turned OFF so you can easily access it within the Viewer. If you need to turn ON and HIDE this function, simply change the "0" to a "1".

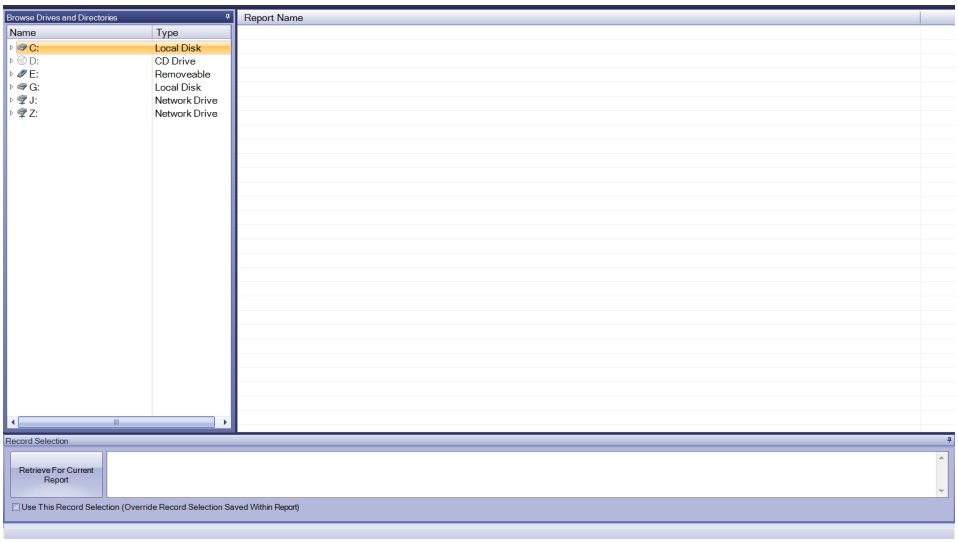
Example:

```
[Options]

HideRightDataConnection=0
```



`HideRightDataConnection=1`



Hide Bottom Record Selection

- This INI Setting is designed to "hide" the **Bottom Record Selection** window. The default is set to "0" and is currently turned OFF so you can easily access the **Record Selection** within the Viewer. If you need to turn ON this function so that it is not visible, simply change the "0" to a "1".

Example:

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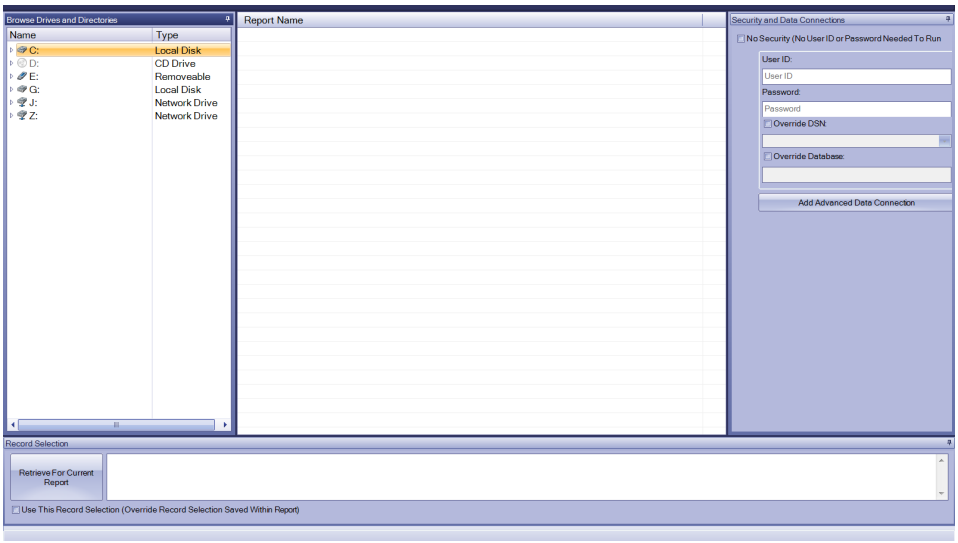
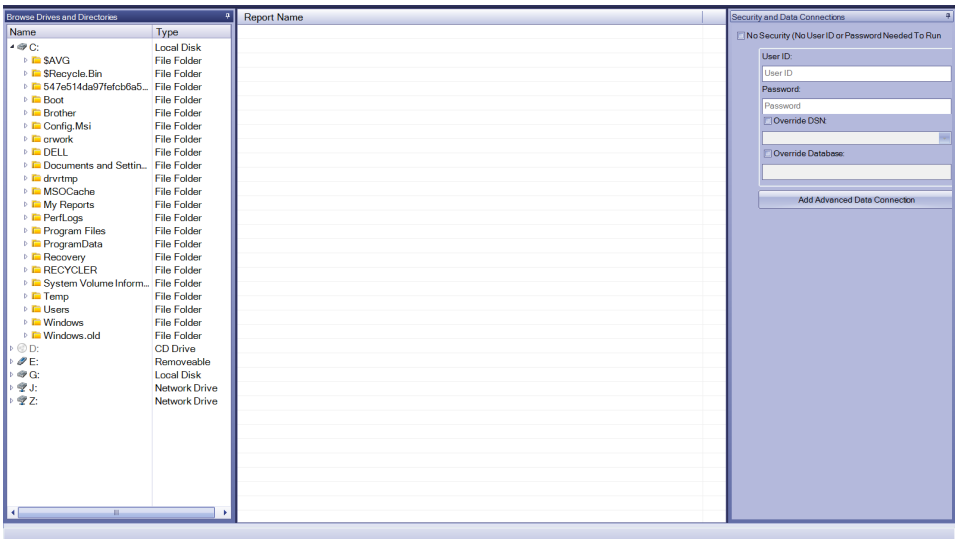
```
[Options]

HideBottomRecordSelection=0
```




```
HideBottomRecordSelection=1
```



Hide Print Button

- This INI Setting is designed to "hide" the **Print Button** when you are viewing the report. The default is set to "0" and is currently turned OFF so that you can see this function. If you need it turned OFF and hidden,

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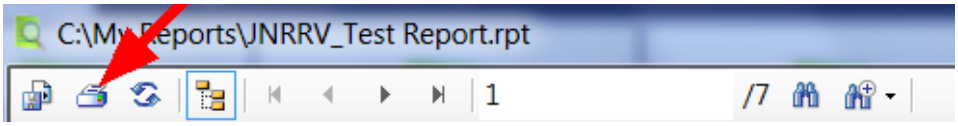
simply change the "0" to a "1".

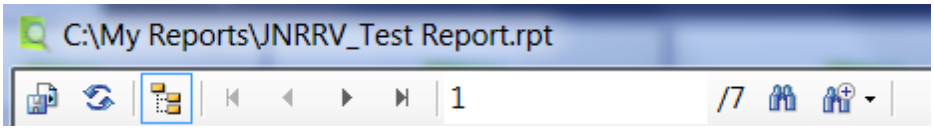
Example:

```
[Options]

HidePrintButton=0
```




```
HidePrintButton=1
```

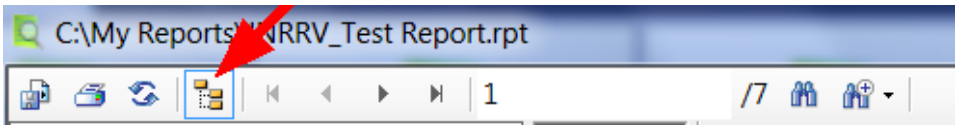


- **Hide Group Tree Button**
  - This INI Setting is designed to "hide" the **Group Tree** Button when you are viewing the report. It is currently turned OFF so that you can SEE the **Group Tree** Button. If you need this function turned ON and hidden, simply change the "0" to a "1".

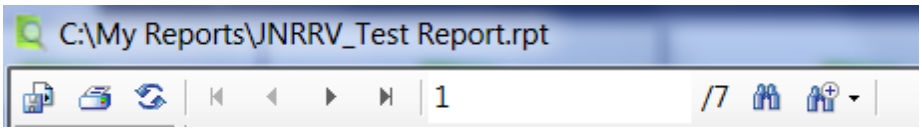
Example:

```
[Options]

HideGroupTreeButton=0
```




```
HideGroupTreeButton=1
```



- **Hide Printer Setup Button**

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- This INI Setting is designed to "hide" the **Printer Setup** Button when you are viewing the report.
- NOTE: This is a legacy setting and is no longer available in Crystal Reports 2008. We have made a note for you in the INI File.

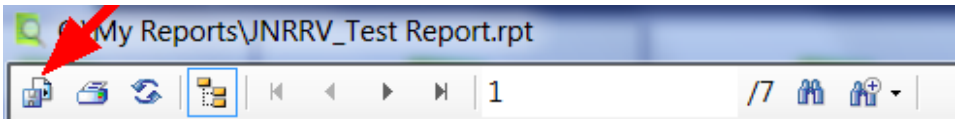
Hide Export Button

- This INI Setting is designed to "hide" the **Export** Report Button when you are viewing the report. The default is set to "0" and is currently turned OFF so that you can see the **Export Report** option. If you need it turned ON and hidden, simply change the "0" to a "1".

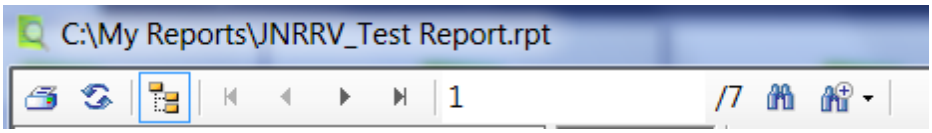
Example:

```
[Options]

HideExportButton=0
```




```
HideExportButton=1
```



Hide Refresh Button For Saved Data

- This INI Setting is designed to "hide" the **Refresh Button For Saved Data**. The default is set to "1" and is currently turned ON so the Refresh Button for Saved Data is hidden. If you need that turned OFF so you can see this function, simply change the "1" to a "0".

Example:

```
[Options]

HideRefreshButtonForSavedData=1
```

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```
HideRefreshButtonForSavedData=0
```

Hide Style And Color Customization

- This INI Setting is designed to "hide" the **Style And Color Customization** that is available within Report Runner Viewer. The default is set to "0" so that it is available to customize. If you want to turn this function ON and hide it, simply change the "0" to a "1".
- Note: If you customize Report Runner Viewer using this function and then change the INI Setting afterwards, it will save the Style and Color selection.

Example:

```
[Options]

HideStyleAndColorCustomization=0
```

```
HideStyleAndColorCustomization=1
```

Hide Email Button

- This INI Setting is designed to "hide" the **Mail the Report** Button (**Hide Email**) when you are viewing the report. The default is set to "0" and is currently turned OFF so you can see this button. If you want turn it ON and hide it, simply change the "0" to a "1".

Example:

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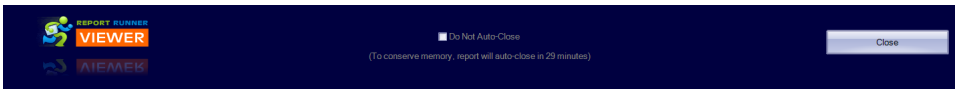
```
[Options]

HideEmailButton=0
```

```
HideEmailButton=1
```



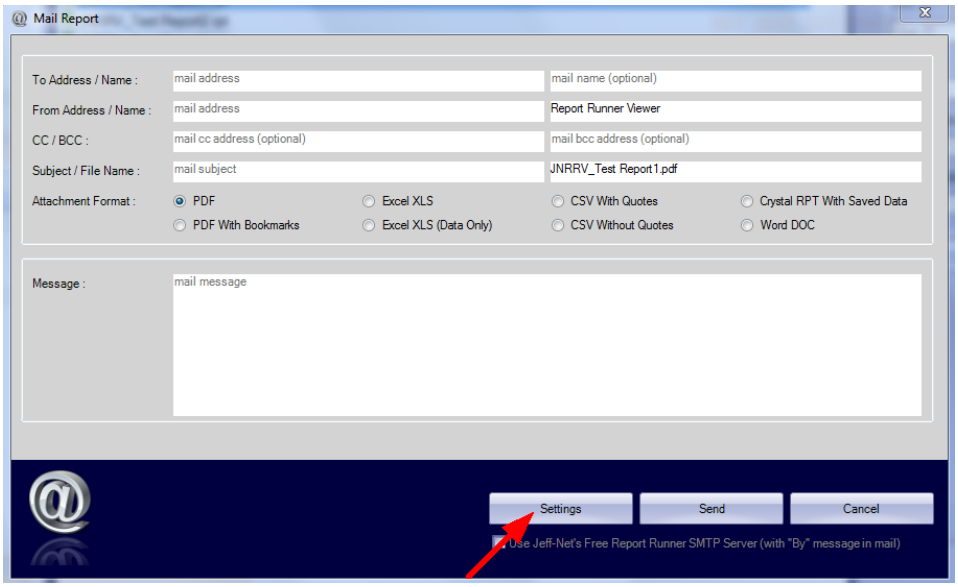
Hide Email Settings Button

- This INI Setting is designed to "hide" the **Mail Settings** Button. The default is set to "0" so you can see the Mail Settings button so if you want to "hide" it, simply change the "0" to a "1".

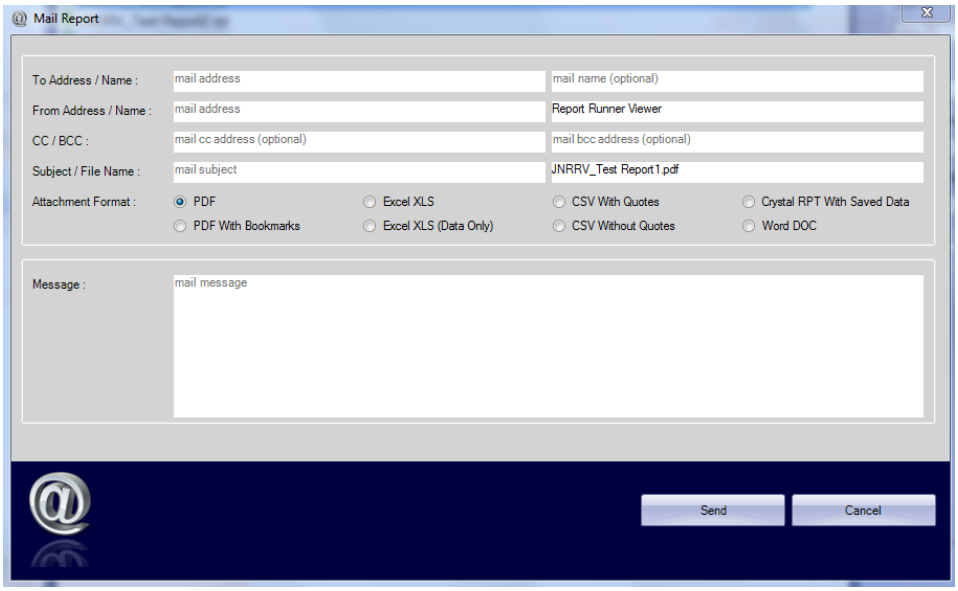
Example:

```
[Options]

HideEmailSettingsButton=0
```




```
HideEmailSettingsButton=1
```



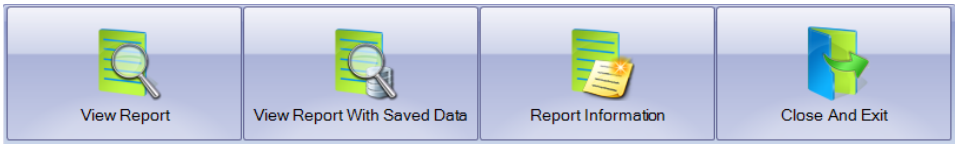
Note: This INI Setting was introduced in version 2011.82 so you have an earlier version of 2011 you will need to update to the latest version. Simply add this INI Setting to your jnrrv.ini file under [Options] Group.

Hide Report Information Button

- This INI Setting is already listed in the INI File and allows for you to hide the **Report Information** Button in Report Runner Viewer. All you need to do to turn ON the **Hide Report Information Button** is change the INI Setting from a '0" to a "1"

Example:

```
[Options]
HideReportInformationButton=0
```




```
[Options]
HideReportInformationButton=1
```

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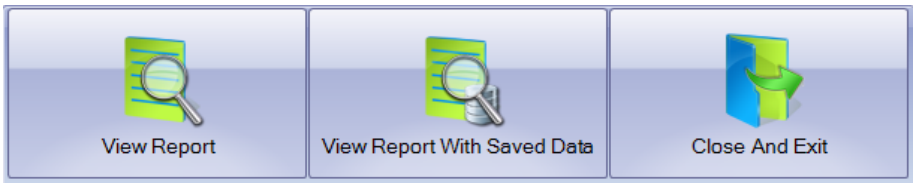

- **Hide Copy To Clipboard**
  - Copy to clipboard from report viewer window functionality added as of version 2011.99!!! Many of you have requested this feature. It is now available. You simply click on the text you want to copy and click the "Copy" button. This new copy button is shown on the Viewer window by default. If you want to disable it, use "**HideCopyToClipboard**=1" under the "[Options]" group.

3.1.1.3 Show

To "Show" or not to "Show", that is the question! In Report Runner Viewer you can customize the **Show INI Settings** under **[Options]** to "show" or NOT "show" certain features and functions. We have created a few of the settings and listed them below.

Show INI Settings

- **Show Login ID**
  - This INI Setting is designed to **ONLY** display the Login ID and Password in the Security and Data Connections section of Report Runner Viewer. This setting became available as of version 2011.71. The current default is set to "0" so if you want activate this INI Setting to **ONLY** show Login ID and Password in the Security and Data Connections section, simply change the "0" to a "1".

Example:

```
[Options]
```

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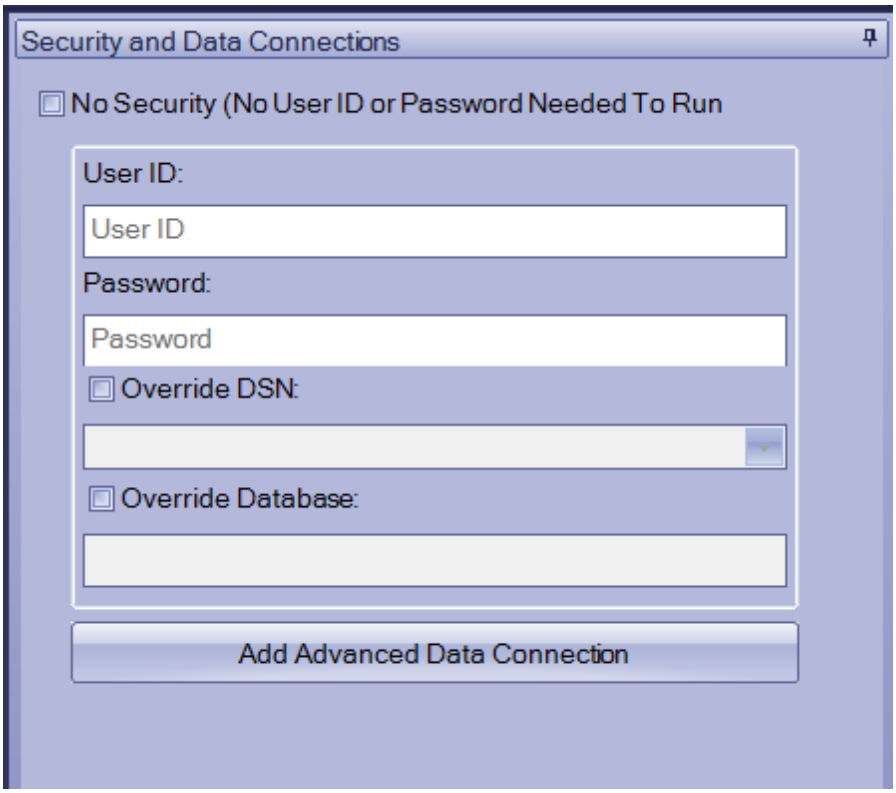
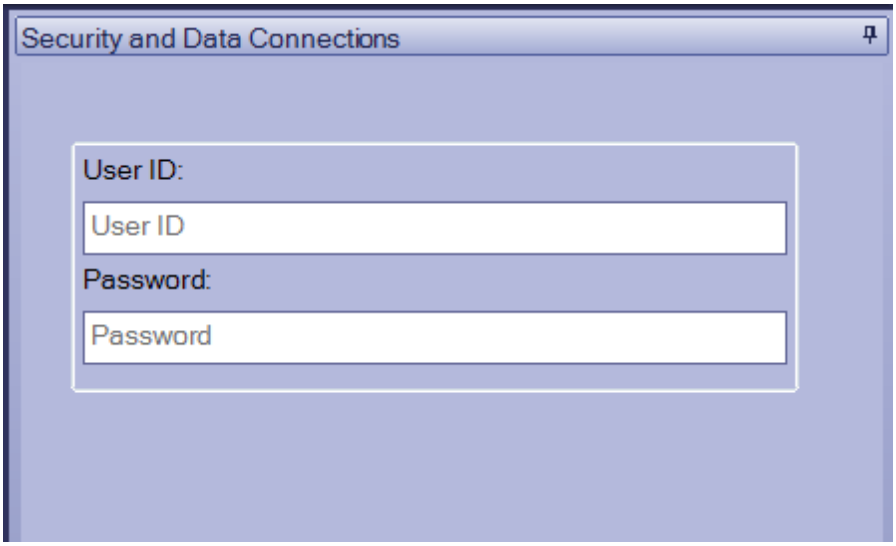
ShowLoginIDAndPasswordOnly=0



ShowLoginIDAndPasswordOnly=1



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Show Parameters Panel

- This INI Setting is designed to display the **Parameters Panel for Crystal Reports™ 2008 or Greater**. The current default is set to "0" and is not displaying this panel. If you need to **Show Parameters Panel**, simply change the "0" to a "1". Note, the reports must be created in Crystal Reports 2008 or later for this functionality to exist. This functionality was introduced in 2008 (to be able to modify the parameters on-the-fly).

Example:

```
[Options]

ShowParametersPanelFor2008AndGreater=0

ShowParametersPanelFor2008AndGreater=1
```

Show All Directories

- This INI Setting is designed if you need to **Show All** the directories in the **Browse Drives and Directories** window of Report Runner Viewer, you can use this custom INI setting to activate or de-activate this function. The current default is set to a "1" to automatically Show All Directories. If you do not want to show this information, simply change the "1" to a "0". With this on, even system and hidden directories are shown. This is necessary because on later operating systems (Windows 7 and later), Windows sets some common drive folders to hidden or system, and without this on, you would not be able to see your reports in those folders.

Example:

```
[Options]

ShowAllDirectories=1

ShowAllDirectories=0
```

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3.1.1.4 Disable

You can customize the **Disable INI Settings** under **[Options]** to "disable" **user configuration** settings so the end-user does not have access to certain areas within the Viewer.

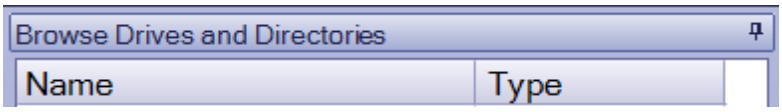
Disable User Configuration INI Settings

- **Disable User Configuration Of Left Browse**
  - This INI Setting is designed if you want to disable the **User Configuration of Left Browse**. It is the "push pin" icon that is located in the right corner of the **Left Browse** (Browse Drives and Directories) window bar. It currently is turned OFF so you can see the "push pin" to be able to dock and undock this window. If you need to turn it ON and disable it, simple change the "0" to a 1".

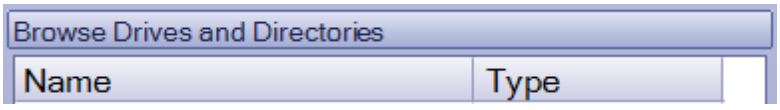
Example:

```
[Options]

DisableUserConfigurationOfLeftBrowse=0
```




```
DisableUserConfigurationOfLeftBrowse=1
```



- **Disable User Configuration Of Right Data Connection**
  - This INI Setting is designed if you want to disable the **User**

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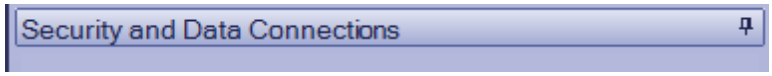
Configuration of Right Data Connection. It is the "push pin" icon that is located in the right corner of the **Right Data Connection** (Security and Data Connections) window bar. It is currently turned OFF so you can see the "push pin" to be able to dock and undock this window. If you need to turn it ON and disable it, simply change the "0" to a "1".

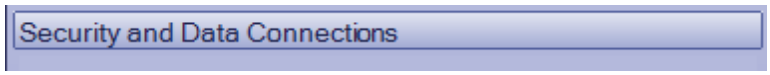
Example:

```
[Options]

DisableUserConfigurationOfRightDataConnection=0
```




```
DisableUserConfigurationOfRightDataConnection=1
```



- **Disable User Configuration Of Bottom Record Selection**
  - This INI Setting is designed if you want to disable the **User Configuration of the Bottom Record Selection**. It is the "push pin" icon that is located in the right corner of the **Bottom Record Selection** window bar. It is currently turned OFF so you can the "push pin" to be able to dock and undock this window. If you need to turn it ON and disable it, simply change the "0" to a "1".

Example:

```
[Options]

DisableUserConfigurationOfBottomRecordSelection
=0
```

```
DisableUserConfigurationOfBottomRecordSelection
=1
```

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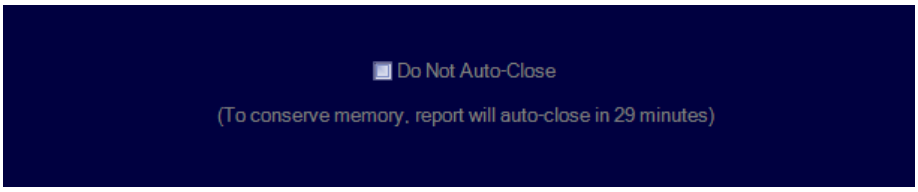
- **Disable User Configuration Of Viewer Auto Close**
  - This INI Setting is designed if you want to disable the **User Configuration of Viewer Auto Close** that is located towards the bottom of the Viewer window. It is currently turned OFF so you can easily see and check the Viewer Auto Close function. If you need this disabled and turn it OFF so the end-user does not have access to check this option from this screen, simply change the "0 to a "1".
  - Note: The Viewer window will still Auto-Close according to the minutes indicated in the INI Setting for EnableViewerAutoCloseAtHowManyMinutes=30. If you want that disabled as well then simply change the "30" to a "0".

Example:

```
[Options]

DisableUserConfigurationOfViewerAutoClose=0
```




```
DisableUserConfigurationOfViewerAutoClose=1
```

3.1.1.5 Enable

When you are viewing a report in Report Runner Viewer there is a feature displayed that shows the Viewer window will automatically close in 30 minutes as the default. This helps conserve memory on the machine and also helps if you have sensitive information and you walk away and forget to close the report. We have created this **INI Setting** that allows for you to adjust the time according to your needs.

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Enable Viewer Auto Close INI Setting

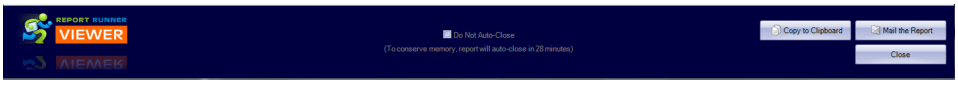
Enable Copy To Clipboard

- We have an optional INI Setting (**EnableClickAndCopyToClipboard**) that allows for the copy to immediately take place when you click text on a report when in the Viewer window that was added as of version 2011.99. This is not on by default. To turn it on, use "**EnableClickAndCopyToClipboard=1**" under the "[Options]" group.
- Note: Just to be clear, if you enable this option, you do not need to click the "Copy" button. It copies just as soon as you click the text on the Viewer window.
- Also note, in order for this INI Setting to work, you will need to update to at least version 2011.99 or later. If you are on an earlier 2011 version, simply go to the Downloads page to update to the latest 2011 version: http://www.jeff-net.com/download.htm#Viewer

Example:

```
[Options]

EnableClickAndCopyToClipboard=1
```



Enable Viewer Auto Close

- The **Enable Viewer Auto Close** is designed to allow you to adjust the minutes of the Auto Close function within the Viewer. The default setting is at thirty (30) minutes. To adjust the minutes, simply change the "30" to

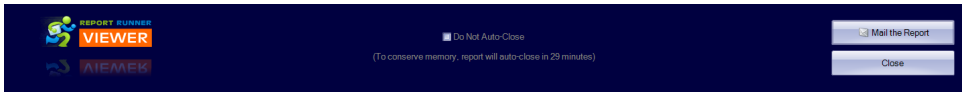
whatever minutes you need. I have shown an example below where we had changed the minutes from "30" to "10".

- Note: You can set the minutes to "0" if you do not want use the Viewer Auto-Close.

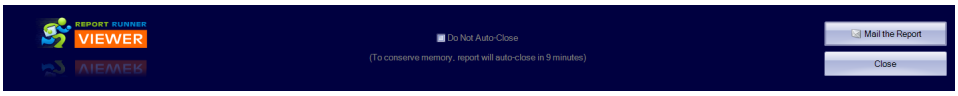
Example:

```
[Options]

EnableViewerAutoCloseAtHowManyMinutes=30
```




```
EnableViewerAutoCloseAtHowManyMinutes=10
```



3.1.1.6 Others

In Report Runner Viewer you can customize **Other INI Settings** that are available within [**Options**]. We have listed brief descriptions and examples for each setting.

Other INI Settings

Maximize Viewer Window

- This INI Setting is designed to customize the **Maximize Viewer Window** when viewing your report. We have given you three (3) options for the sizes with the default at a "0".
- Note: When this INI is set to a "1" or a "2" the Viewer Auto-Close and Mail the Report functions are not viewable.

Example:

```
[Options]

MaximizeViewerWindow=0
```

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```
'2 is "full page"
'1 is "actual size"
```

Zoom Viewer

- This **ZoomViewer** INI Setting is designed to set the Zoom Viewer value when you view your report. The default is set to "1" for 100% Zoom. If you need to set to **Full Page View**, simply change the "1" to a "2".
- Note: Do not use the % sign, just a number value.

Example:

```
[Options]

ZoomViewer=1

ZoomViewer=2
```

Save Password

- This INI Setting is designed to activate the **Save Password** so that the user does not have to enter every time they launch Report Runner Viewer. The default setting is already set to save it so if you need to change it to where the user has to enter it every time, simple change the "1" to a "0".

Example:

```
[Options]

SavePassword=1

SavePassword=0
```

Debug

- The **DEBUG** INI Setting is designed to indicate if you want the Debug

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log turned ON (YES) or Off (NO). The default is set to "YES" so if you want to change it, simply change "YES" to a "NO".

Example:

```
[Options]
DEBUG=YES
DEBUG=NO
```

Load DSN's

- This INI Setting is designed to allow you to automatically load your DSN's for you. The default is set to "1" and automatically load this information. If you do not want to load your DSN's, simply change the "1" to a "0".

Example:

```
[Options]
LoadDSNs=1
LoadDSNs=2
```

Sounds On Or Off

- The INI Setting is designed to turn the **Sounds ON Or OFF** within Report Runner Viewer. The default setting is set to "ON" so if you need to turn the sounds OFF, simple change the "ON" to a "OFF".

Example:

```
[Options]
SoundsOnOrOff=ON
SoundsOnOrOff=OFF
```

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Save Multiple ID's

- This INI Setting was introduced as of version 2011.78 and is designed to allow users on a Citrix/RDP environment to store Viewer User ID and Password for each user in Report Runner Viewer Standard Edition. If you want this **Save Multiple ID's** INI setting, simply add under the [Options] group the following to your INI File.

Example:

```
[Options]

SaveMultipleIDs=1
```

Mail Port

- As of version 2011.80 we have added an INI Setting to override the default **SMTP Mail Port** 25. Simply, open the **jnrrv.ini** file in the Documents & Settings of Jeff-Net\Report Runner Viewer and add the following INI Setting below in the **[Options]** Group.

Example:

```
[Options]

MailPort=99 (or whatever port number you need
to use)
```

Mail SSL

- As of version 2011.80 we have added an INI Setting where you can set and allow **Mail SSL** (Secure Sockets Layer). Simply, open the **jnrrv.ini** file in the Documents & Settings of Jeff-Net\Report Runner Viewer and add the following INI Setting below in the **[Options]** Group.

Example:

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```
[Options]

MailSSL= (simply add the number required)
```

- **Mail TLS**
  - As of version 2011.80 we have added an INI Setting where you can set and allow **Mail TLS** (Transport Layer Security). Simply, open the **jnrrv.ini** file in the Documents & Settings of Jeff-Net\Report Runner Viewer and add the following INI Setting below in the **[Options]** Group.

Example:

```
[Options]

MailTLS= (simply add the number required)
```

3.1.2 [Global Options]

The **[Global Options]** are listed in the INI File for you. These INI Settings effect the **Settings** and the **Mail the Report** function that is displayed when viewing your report in Report Runner Viewer.

[Global Options] Group Header

We have given you two (2) options to input this information. You can enter your custom information in either the **INI File** or in the fields provided within the **Settings** and the

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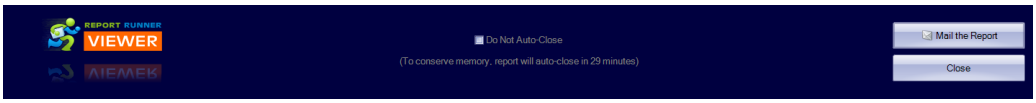
Mail the Report function of Report Runner Viewer.

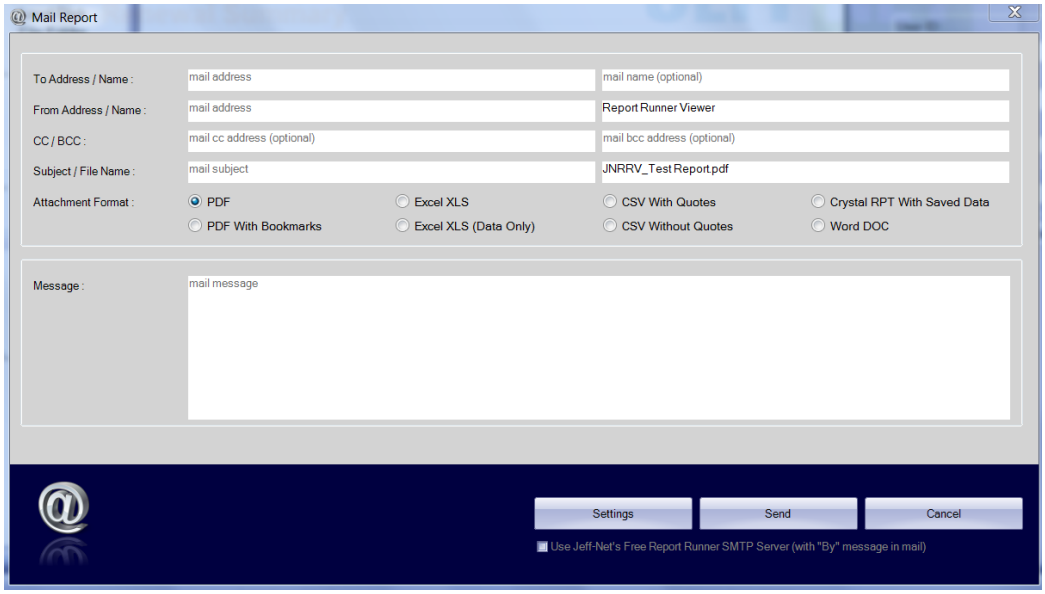
Mail the Report & Settings within Report Runner Viewer

When you enter the information within these fields it will automatically save these settings under **[Global Options]** in the **INI File**.

1) This **Mail the Report** Button appears after you have selected your report to View. You will click on the **Mail the Report** Button to continue with the **Settings** process.



2) Here is the screen that you will see after selecting the **Mail the Report** function. To continue, click on the **Settings** button.



3) The **Settings** screen (the orange area) will allow you to enter in the information needed for the **Mail the Report** function to work properly.

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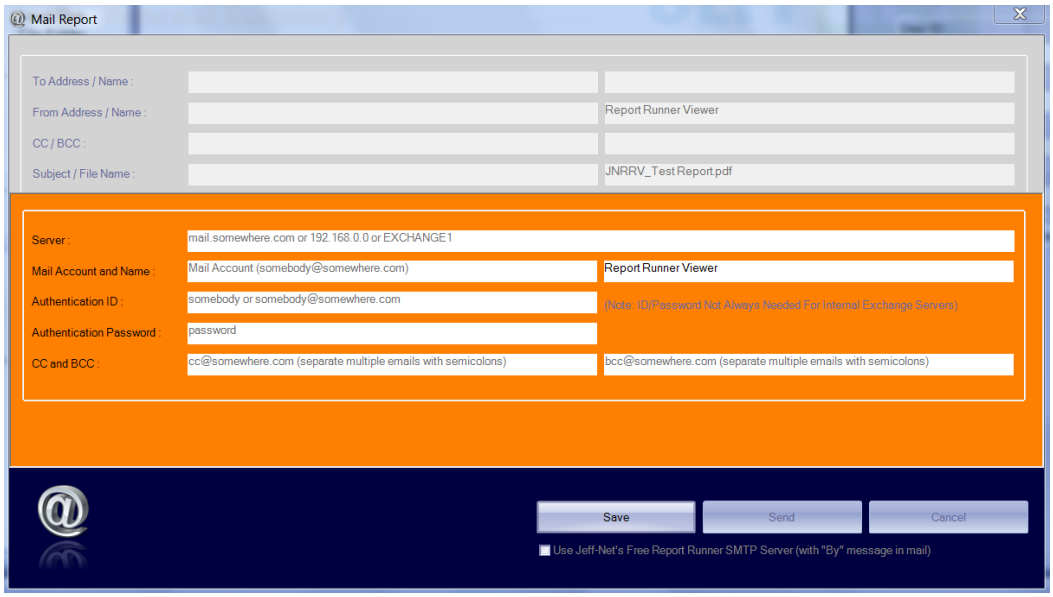

Global Options & the RRV INI File

As a special reminder, when you customize these **Global Options** in the **INI File**, it will auto-populate this information in the **Settings** area and the **Mail the Report** function. We have created an example below to show you the connection.

Example:

1) Open the INI File and we have entered the following in the Global Options for the INI File as an example.

```
[Global Options]

MailDelivery=SMTP
Server=Jeff-Net
MailAccount=tracie@jeff-net.com
MailName=Jeff-Net:Tracie Morgan
AuthenticationID=
AuthenticationPassword=
CC=customerservice@jeff-net.com
BCC=tracie@jeff-net.com
UseFreeServer=N
```

2) After saving the INI File with the new custom Global Options INI Settings

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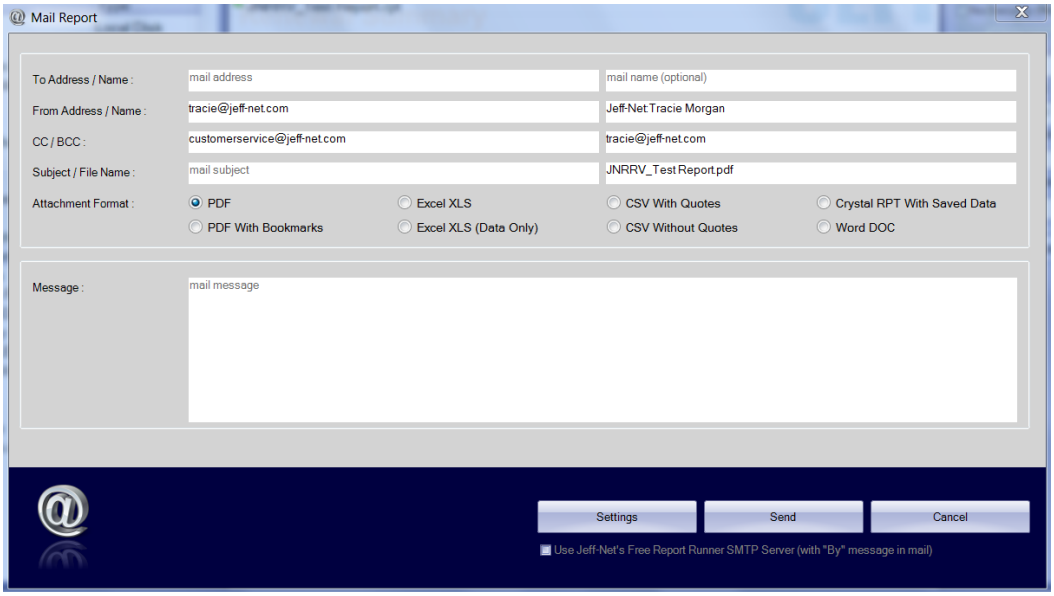
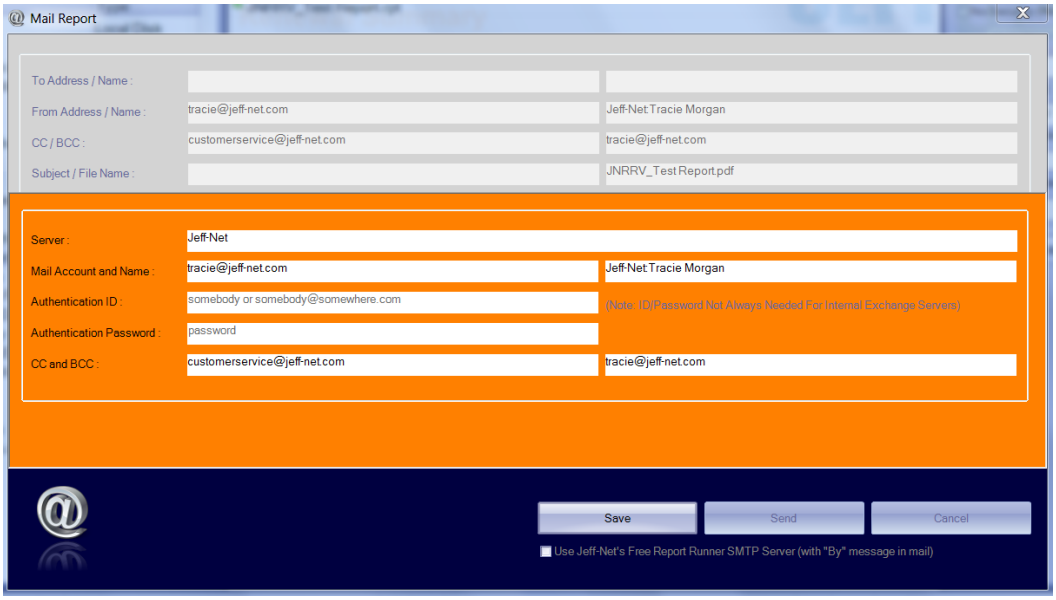
above. You will find below the results in Report Runner Viewer within **Mail the Report** and **Settings** function.





[Global Options] INI Settings

Here are the INI Settings for Global Options listed below. We have provided a brief description and an example for each setting.

- **Mail Delivery**
  - The **Mail** Delivery INI Setting is designed to indicate the type of Mail Delivery. Report Runner Viewer ONLY supports SMTP so we have entered this information for you. It is recommended to make sure your Server allows for SMTP.

Example:

```
[Global Options]

MailDelivery=SMTP
```

- **Server**
  - The **Server** INI Setting is designed for you to enter the name of your Mail Server. It can be an IP Address or the name of the Server.

Example:

```
[Global Options]

Server=Your Company Server Name
```

- **Mail Account**
  - The **Mail Account** INI Setting is designed for you to enter in your Email Address.

Example:

```
[Global Options]

MailAccount=youremailaddress@yourcompany.com
```

- **Mail Name**

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- The **Mail Name** INI Setting is designed for you to enter your Name or Department.

Example:

```
[Global Options]

MailName=Your Name or Department Name
```

Authentication ID

- The **Authentication ID** INI Setting is designed to enter your ID name. It is usually your name or email address. Although, in most cases it is not required for the SMTP Server to "Mail the Report". If that is the case, you would leave this blank as that is the default setting.

Example:

```
[Global Options]

AuthenticationID=Your Name or Email Address
```

Authentication Password

- The Authentic Password INI Setting is designed to enter in your Password. This password is associated with your ID name. Although, in most cases it not required for the SMTP Server to "Mail the Report". Especially, if you are not using your ID name and leaving that blank. If so, you would leave this blank as well.

Example:

```
[Global Options]

AuthenticationPassword=Your Password
```

CC

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- The **CC** INI Setting is designed for you to "copy" another recipient or yourself when sending your report via **Mail the Report** function.

Example:

```
[Global Options]
CC=anotheremailaddress@company.com
```

BCC

- The **BCC** INI Setting is designed for you to "blind copy" another recipient or yourself when sending your report via **Mail the Report** function.

Example:

```
[Global Options]
BCC=anemailaddress@company.com
```

Use Free Server

- The **Use Free Server** INI Setting is designed for you to activate or de-activate this function. If you turn it ON (use "1") then it will send your report via **Mail the Report** using Jeff-Net's SMTP Server at no charge. The default setting is "0" so it is currently turned OFF. To activate this function, simply change the "0" to a "1".

Example:

```
[Global Options]
UseFreeServer=0
UseFreeServer=1
```

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3.1.3 [Standard Viewer]

The INI Settings for the [**Standard Viewer**] are already listed in the INI File for you.

[Standard Viewer]

- **Last Path**
  - The **Last Path** is designed to set the file location of the last path where you viewed (worked) your report(s).
  - Note: You can also change and/or set this manually in the INI File.

  Example:

  ```
  [Standard Viewer]

  LastPath=C:\Users\Public\Documents\Jeff-
  Net\Report Runner Viewer\My Reports
  ```

- **High Path**
  - The **High Path** is designed to lock users to a specific directory (they can move forward but not backwards).
  - Note: This INI Setting is currently not in use until you activate it by removing the quotation mark (tick mark) at the front of the setting name.

  Example:

  ```
  [Standard Viewer]

  HighPath=T:\Jeff-Net\Report Runner Viewer\My
  Reports
  ```

  Note: Also see UNC for special notes on this particular alternative to the HighPath INI Setting.

- **Default Path**
  - The **Default Path** is designed to save the default path to where your reports are saved.
  - Note: This INI Setting is currently not in use until you activate it by removing the quotation mark at the front of the setting name.

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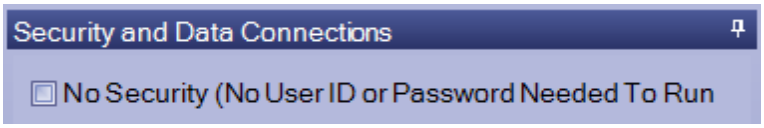
Example:

```
[Standard Viewer]

DefaultPath=J:\Accounting\Reports
```

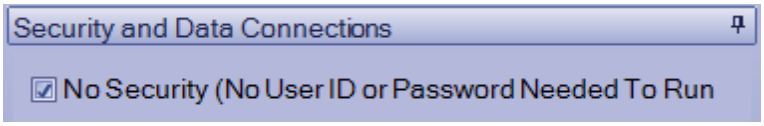
- **No Security Checked**
  - This **No Security Checked** is designed to where if you want to automatically set this option to be checked for when you view your reports and not require the User ID and Password. The current default is to set to "N" for NO you do not want this checked. If you want to change this setting, simply change the "N" to a "Y" for YES.
  - Note: This option is located in the Right Data Connection Window.

Example:

```
[Standard Viewer]

NoSecurityChecked=N
```




```
NoSecurityChecked=Y
```



- **ID**
  - The **ID** is designed to enter in your User ID within the INI File and it will automatically place this information in the User ID field.
  - Note: This option is located in the Right Data Connection Window.

Example:

```
[Standard Viewer]

ID=tracie
```

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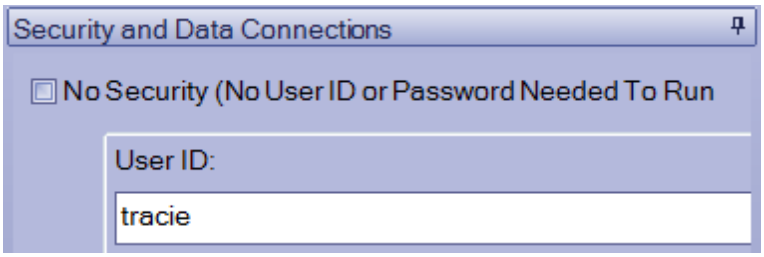


- **PW**
  - The **PW** (Password) is designed to let Report Runner Viewer SAVE your password in the INI File. That is **ONLY** the default setting for SavePassword, under [Options] is set to "1" to SAVE the your password.

Example:

Step 1

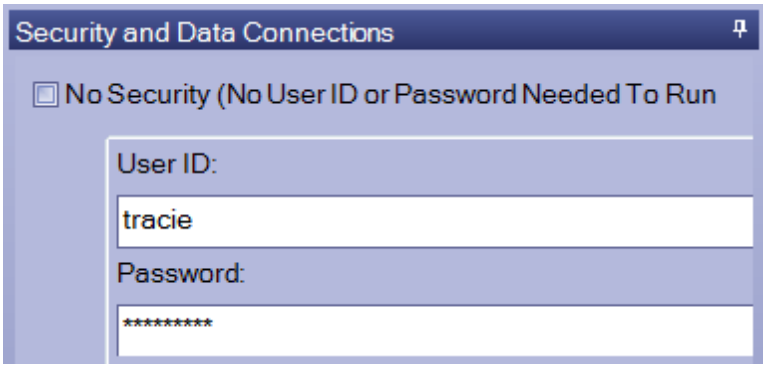
- Double check your INI File and make sure the **SavePassword** INI Setting is already set to "1".

```
[Options]

SavePassword=1
```

Step 2

- Enter your password in the password field in Report Runner Viewer.



Step 3

- You can see the INI File results for the **PW** INI Setting and it will display an **encrypted password**.

```
[Standard Viewer]

PW=your encrypted password
```

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- Note: As long as you have the **SavePassword** INI Setting set to "1" and need to change the password in the password field in Report Runner Viewer and the application will save the changes in the **PW** INI Setting.

DSN Checked

- The **DSN Checked** is designed to be the last DSN used. The default is set to "N" (not to save this information). If you need to save it, simply change the "N" to a "Y".

Example:

```
[Standard Viewer]
DSNChecked=N
DSNChecked=Y
```

DSN

- The **DSN** is designed to save this information in your INI File. It is the last DSN used.

Example:

```
[Standard Viewer]
DSN=dsn name
```

Database Checked

- The **Database Checked** is designed to be the last Database connection used. The default it set to "N" (not to save this information). If you need to save it, simply change the "N' to a "Y".

Example:

```
[Standard Viewer]
```

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```
DatabaseChecked=N

DatabaseChecked=Y
```

- **Database**
  - The **Database** is designed to enter in your database information. This is the last Database used.

Example:

```
[Standard Viewer]

Database=database name
```

3.2 Command Line Options

We have listed below a few points and options to review for the **Command Line Processor** within Report Runner Viewer.

"C:\Program Files\Jeff-Net\Report Runner\Report Runner Unified.exe" "jnReport=Z:\Jeff-Net Reports\Test Report8.rpt jnID=Crystal jnPassword=Crystal"

Command Line Processor

- Put double quotes around the EXE and also additional quotes around what is being passed around the command line.

Example:

```
"C:\Program Files\Jeff-Net\Report Runner\Report
Runner Unified.exe" "jnReport=Z:\Jeff-Net
Reports\Test Report8.rpt jnID=Crystal
jnPassword=Crystal"
```

- See below for the **jnKeywords** available with the **Standard Edition** of Report

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Runner Viewer:

- **jnReport** = report path and filename. The report path and filename you want to pass (you can have spaces in the path)
- **jnID** = database User ID
- **jnPassword** = database password (Note: This value is NOT encrypted like in the INI file)
- **jnRecordSelection** = record selection (**Note: This requires special formatting**).

1.) Where you would normally use double quotes for String fields, you must use the double pipe symbol - ||

2.) You must put double quotes around the EXE and also additional quotes around what is being passed around the command line.

Example for jnRecordSection on how it should be formatted:

```
"C:\Program Files\Jeff-Net\Report Runner\Report
Runner Unified.exe" "jnReport=Z:\Jeff-Net
Reports\Test Report8.rpt jnRecordSelection=
({EMPLOYEE.ANNUAL_SAL} > 50000 AND {GENDER.DESCRIBE}
= ||Female||)"
```

Additional Notes

- For Legacy Version Users - The OldStyle=1 setting was not brought over to this new version. You can pass a report to the EXE, but the ID and Password (unless you use the jnKeywords).
- The jnKeywords MUST be typed EXACTLY as we have it listed above (i.e. jnReport ; jnID ; jnPassword) in order for it to be parsed correctly. It will not recognized all caps or all lowercase.

More Information

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- Check out Just For Developers. We have additional **jnKeywords** that are available in the NEW (Optional) **Developer Edition** of Report Runner Viewer.

3.3 Just For Developers

This New (Optional) **Developer Edition** to the Standard Viewer has additional **jnKeywords** that can be used and also allows the Viewer window to be branded with your company logo and custom color!

Note: Additional license cost ($500.00/year)

Additional jnKeywords

- jnPrinter=printer name
- jnCopies=99 (number of copies to print)
- jnParm1=1st parm to pass to report (you can pass up to 30 parameters now; in the order the Crystal Reports would prompt)
- jnParm30=30th parm to pass to report

Printer/Viewer Notes

- If jnPrinter is passed, report will print without opening the Viewer window
- If jnPrinter is not passed, the Viewer window will be opened automatically to display report
- You can pass up to 30 parameters now; in the order the Crystal Reports would prompt

More Information

See Also:

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- Compare Editions

3.4 Online Videos

We have put together several online videos for Report Runner products and they can be found on the Jeff-Net Fan Support page. We have listed below the current videos available for Report Runner Viewer.

Report Runner Viewer Videos

- **Modifying and Correcting Report Data Connections (Datasources)**
- **More videos coming very soon!**

3.5 Compare Editions

We have expanded features and functions for Report Runner Viewer and can be easily identified according to the Report Runner Viewer Edition. Which one is right for you? Visit our **Jeff-Net** Web Store for Editions and Licensing available.

Note: We are still working on completing this information. If you have any questions please do not hesitate to let us know.

Report Runner Viewer Editions

Editions Available

- Starter
- Standard
- Enterprise
- Developer

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Feature / Function	Starter Edition (FREE)	Standard Edition	Enterprise Edition	Developer Edition
General				
View Reports	X	X	X	X
Mail Reports	X	X	X	X
Print Reports	X	X		
INI File with over 50 INI Settings for customization		X	X	X
Custom				
Viewer can be branded with your company logo				X
Viewer can be branded with your custom color				X
Administrator Console Manager			X	X
Command Line Options				
jnReport		X	X	X
jnID		X	X	X
jnPassword		X	X	X
jnRecordSelection		X	X	X
jnPrinter				X
jnCopies				X
jnParm (up to 30 Parameters)				X

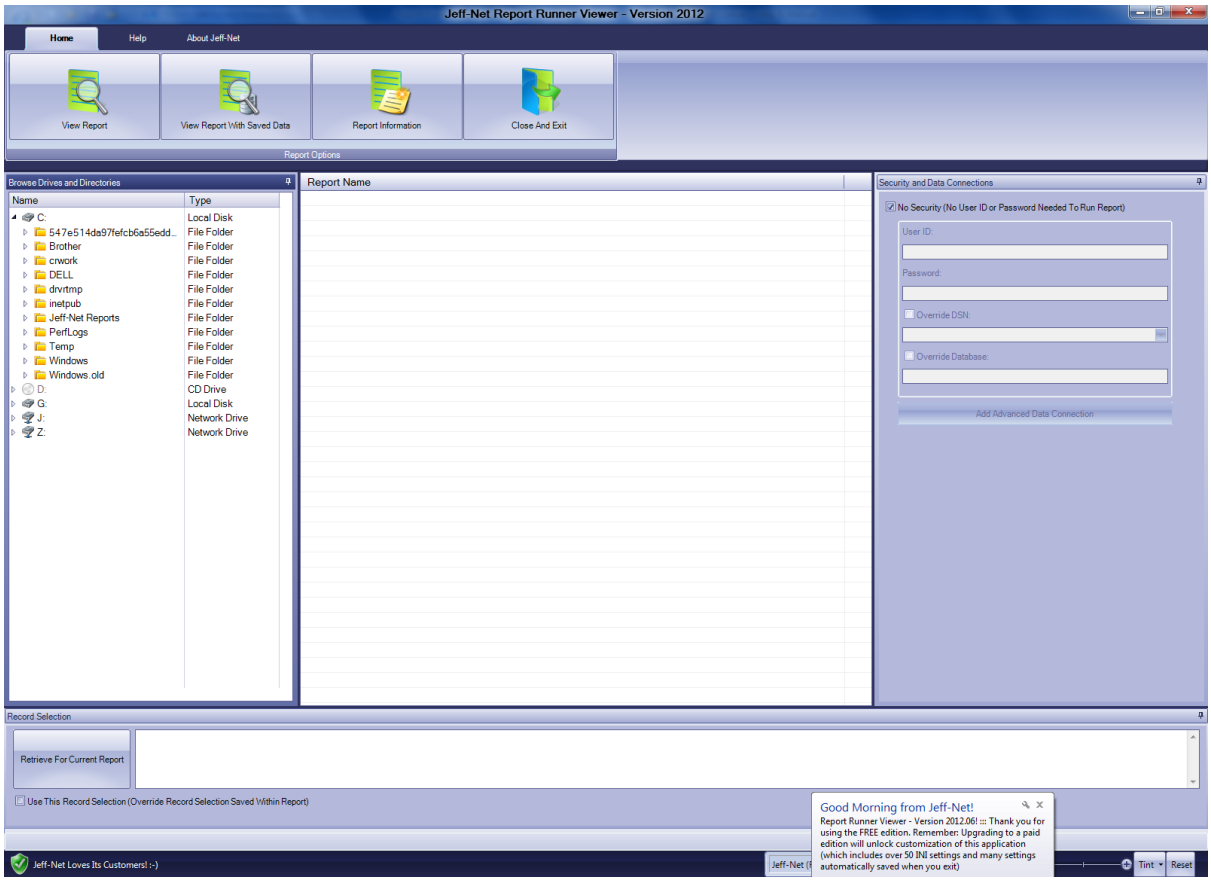
3.5.1 Starter Edition

Report Runner Viewer Starter Edition is our **FREE** Crystal Reports Viewer. **This Starter Edition is available as of version 2012 or later.**

Note: All customization has been disabled with this FREE Report Runner Viewer Starter Edition.

To unlock the customization of this application, simply purchase and upgrade to at least **Report Runner Viewer Standard Edition** which includes over 50 INI settings and many settings are automatically saved when you exit.

© 2011 Jeff-Net


Jeff-Net Report Runner Viewer - Version 2012
Home
Help
About Jeff-Net
View Report
View Report With Saved Data
Report Information
Close And Exit
Report Options
Browse Drives and Directories
Name
Type
Report Name
Security and Data Connections
No Security (No User ID or Password Needed To Run Report)
User ID:
Password:
Override DSN:
Override Database:
Add Advanced Data Connection
Record Selection
Retrieve For Current Report
Use This Record Selection (Override Record Selection Saved Within Report)
Good Morning from Jeff-Net!
Report Runner Viewer - Version 2012.06! ::: Thank you for using the FREE edition. Remember: Upgrading to a paid edition will unlock customization of this application (which includes over 50 INI settings and many settings automatically saved when you exit)
Jeff-Net Loves Its Customers! :-)
Tint
Reset

3.5.2 Standard Edition

Report Runner Viewer Standard Edition is simply, a Crystal Reports Viewer you would install on each end-user's PC (workstation). As the Report Administrator, you can customize the Viewer settings such as locking folders, saving login information, hiding and/or locking certain features, all within the INI File (jnrrv.ini) on the end-user's workstation.

The INI File has over 40 INI settings that can be used to customize the Viewer. For example, with one INI option, you can lock a user to a certain report directory, that's one way to allow users to run only certain reports.

Standard Edition Options

INI Settings Available (in order of the how they are listed in the INI File):

Note: These INI Settings below are listed in the INI File (jnrrv.ini) so you do not have to go look up the settings from this help and documentation.

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[Options]

ShowLoginIDAndPasswordOnly
LockViewButton
LockViewSavedButton
LockReportInformationButton
HideViewButton
HideViewSavedButton
HideReportInformationButton
LockLeftBrowse
LockRightDataConnection
LockBottomRecordSelection
LockLeftBrowse
LockRightDataConnection
LockBottomRecordSelection
HideLeftBrowse
HideRightDataConnection
HideBottomRecordSelection
DisableUserConfigurationOfLeftBrowse
DisableUserConfigurationOfRightDataConnection
DisableUserConfigurationOfBottomRecordSelection
HidePrintButton
HideGroupTreeButton
HideExportButton
HideRefreshButtonForSavedData
ShowParametersPanelFor2008AndGreater
LoadDSNs

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EnableViewerAutoCloseAtHowMany
Minutes
DisableUserConfigurationOfViewerA
utoClose
MaximizeViewerWindow
'2 is "full page"
'1 is "actual size"
ZoomViewer
SavePassword
HideStyleAndColorCustomization
HideEmailButton
ShowAllDirectories
DEBUG

3.5.3 Enterprise Edition

With our **Report Runner Viewer** **Enterprise Edition**, it's a more centralized way to manage users and reports. With it you create users, and assign users certain report [tags]... these report [tags] are then assigned to various reports... if the report is tagged with the same tag that a user has access to, they can run it. The reports for the Enterprise version can be scattered across the network, too. We recommend one place, but the user never knows where the report is coming from.

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3.5.3.1 Enterprise Administrator

This section we will cover the areas of the **Jeff-Net Report Runner Unified Administrator** for Report Runner Viewer Enterprise Edition.

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Tasks Covered In This Section

Jeff-Net Report Runner Unified Administrator

- Home
- Passwords
- About Jeff-Net

.

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3.5.3.1.1 Home

This section we will cover each of the options within **Home** of **Jeff-Net Report Runner Unified Administrator**.

Tasks Covered In This Section

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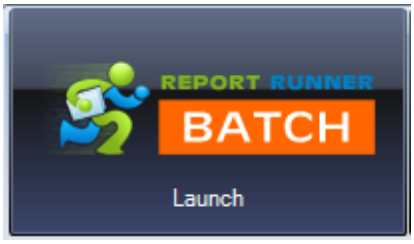
Home

- Report Runner Batch Launch
- Report Runner Viewer Launch
- Define Enterprise Viewer Reports
- Define Enterprise Viewer Users
- Close And Exit

3.5.3.1.1.1 Report Runner Batch Launch

When you select this option to **Launch Report Runner Batch**. It will open **Report Runner Batch** for you.

Note: This will only work if you have installed Report Runner Batch.



© 2011 Jeff-Net

3.5.3.1.1.2 Report Runner Viewer Launch

When you select this option to **Launch Report Runner Viewer**. It will open Report Runner Viewer for you.

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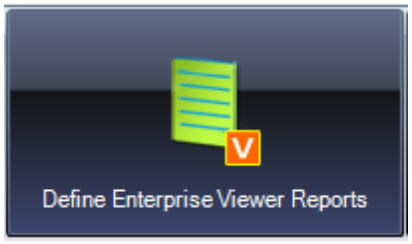
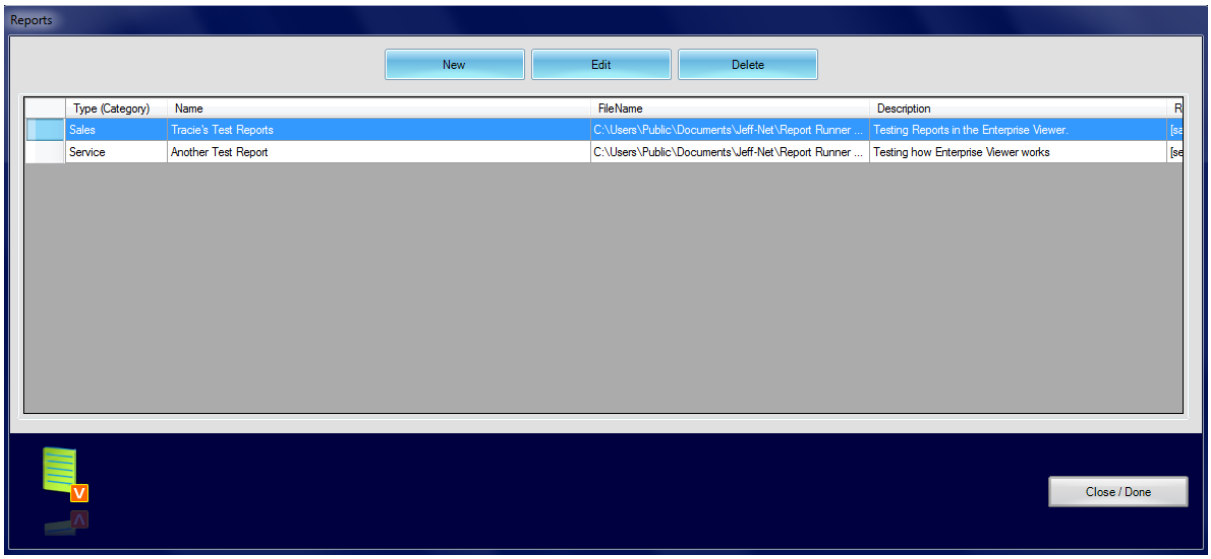
3.5.3.1.1.3 Define Enterprise Viewer Reports

When you select to **Define Enterprise Viewer Reports**, this will allow you to identify the reports according to department (category) and user so that when the Enterprise Viewer User logs in, that person will only see the reports you have assigned.



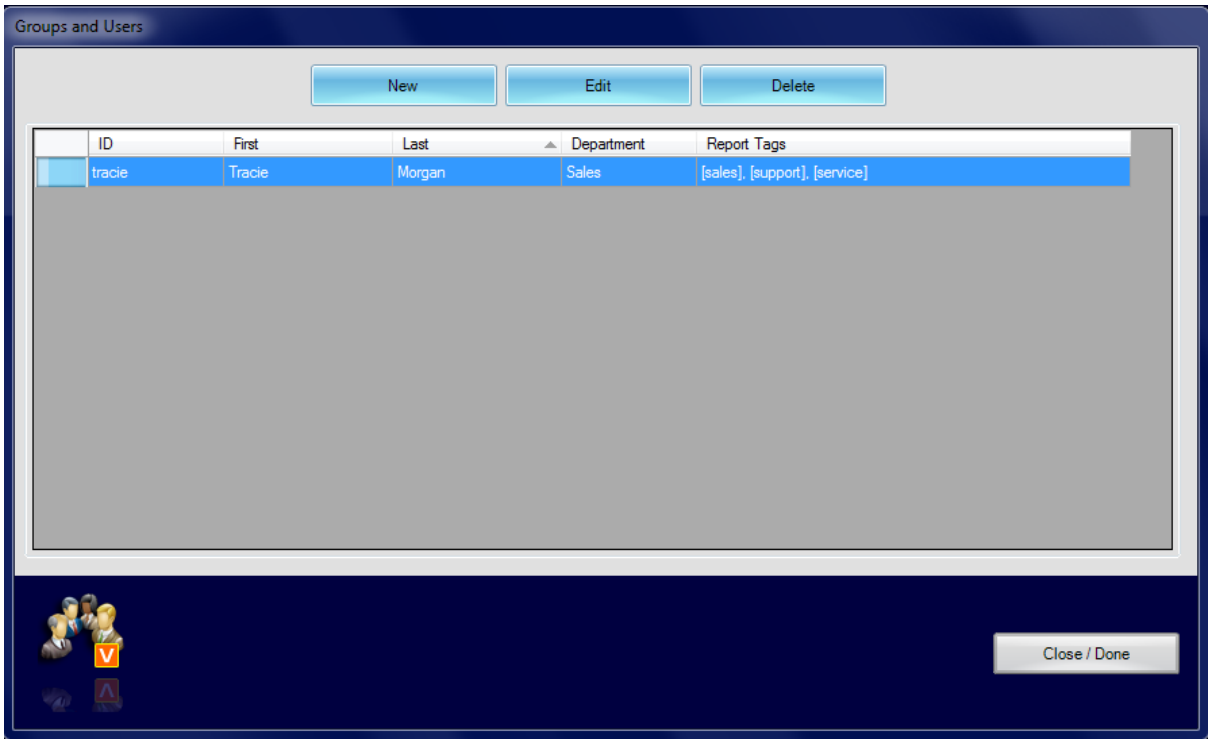
© 2011 Jeff-Net



3.5.3.1.1.4 Define Enterprise Viewer Users

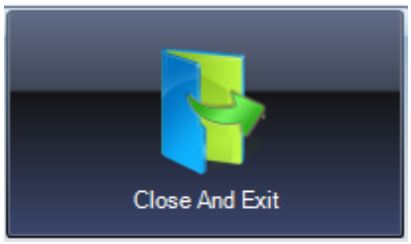
When you select the **Define Enterprise Viewer Users**, this will allow you to set up and manage your Enterprise Viewer Users. As you can see from the example print screen image for Groups and Users, we have created a User to show you want it looks like. Notice we have given this user three (3) Report Tags and categorized this user in a particular Department as well.

© 2011 Jeff-Net



3.5.3.1.1.5 Close And Exit

The **Close And Exit** button allows you to close and exit the Jeff-Net Report Runner Unified Administrator application.



3.5.3.1.2 Passw ords

This section of the Jeff-Net Report Runner Unified Administrator allows for you to change and/or set **Passwords** for **Report Runner Batch** and **Report Runner Administrator**.

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3.5.3.1.3 About Jeff-Net

In the **About Jeff-Net** of **Report Runner Unified Administrator**, we conveniently made different links available to access **Jeff-Net** resources.

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3.5.4 Developer Edition

Report Runner Viewer Developer Edition allows for total customization within Report Runner Viewer. You can add your company logo, change the name in the title bar, you can customize the news feed, etc. For only $500.00 per year you can have your very own custom Report Runner Viewer.

If you have any questions please let us know. We are here to help.

More Information

Jeff-Net, LLC
P.O. Box 546
Bedford, Texas

Phone: 1-800-JEFF-NET (533-3638) x 1
Fax: 1-800-784-5661

Sales: customerservice@jeff-net.com

Support: support@jeff-net.com

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3.6 Upgrade FAQ

There are a few things that we hope you find helpful with upgrading to this new version from older versions of Report Runner Viewer.

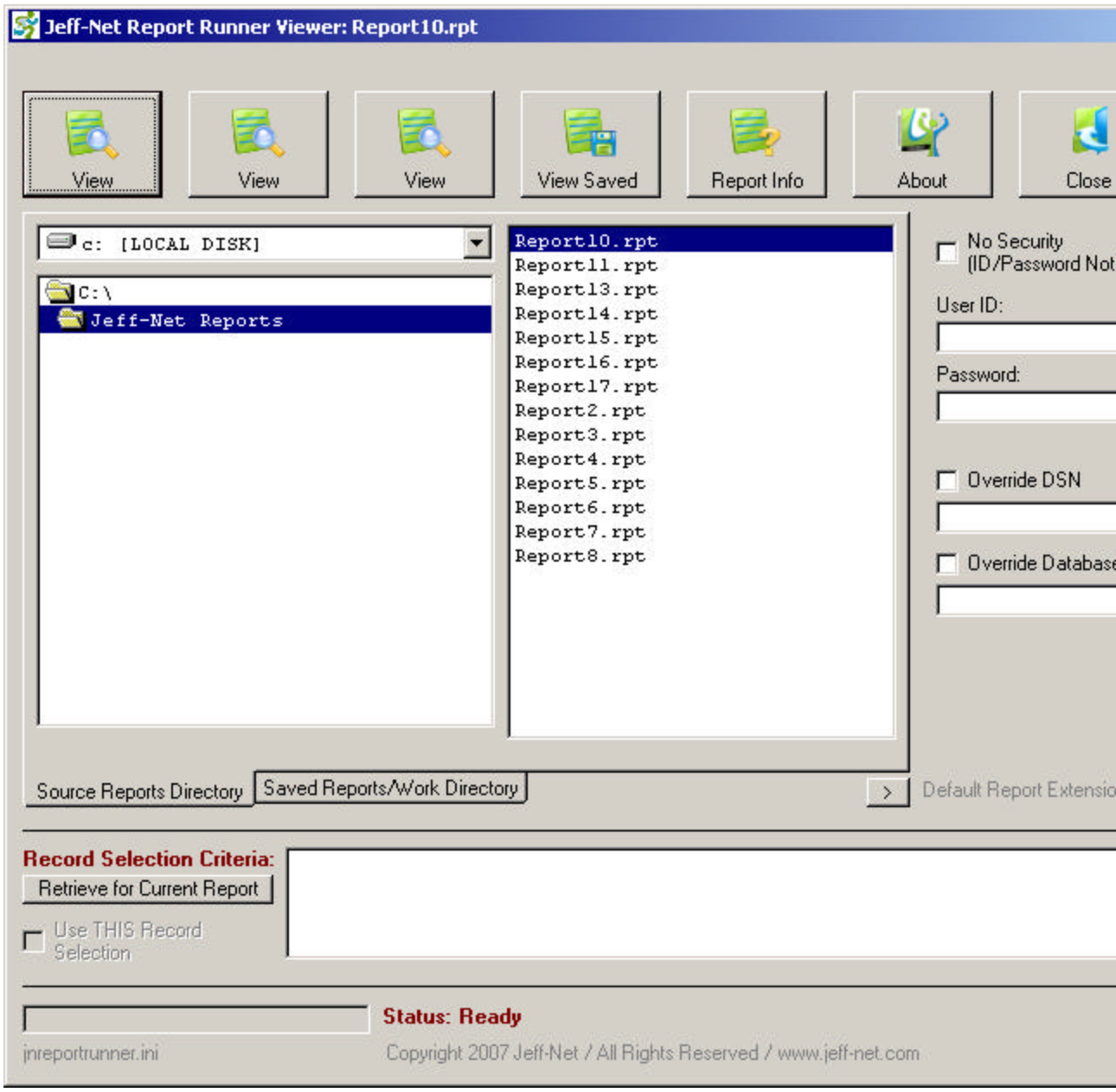
Upgrade FAQ

- A completely NEW user-interface and design of Report Runner Viewer.

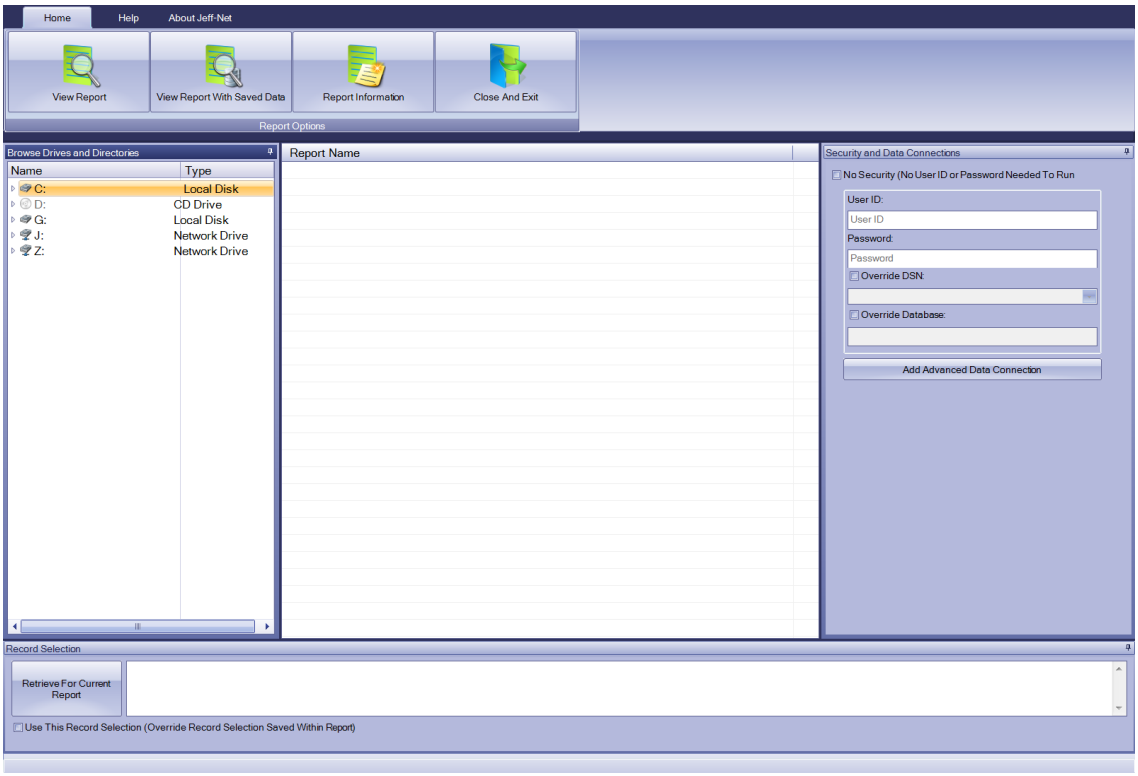
Example:

Report Runner Viewer - Old (Legacy) Versions

© 2011 Jeff-Net


Jeff-Net Report Runner Viewer: Report10.rpt
View
View
View
View Saved
Report Info
About
Close
c: [LOCAL DISK]
C:\
Jeff-Net Reports
Report10.rpt
Report11.rpt
Report13.rpt
Report14.rpt
Report15.rpt
Report16.rpt
Report17.rpt
Report2.rpt
Report3.rpt
Report4.rpt
Report5.rpt
Report6.rpt
Report7.rpt
Report8.rpt
No Security
User ID:
Password:
Override DSN
Override Database
Source Reports Directory
Saved Reports/Work Directory
Default Report Extensio
Record Selection Criteria:
Retrieve for Current Report
Use THIS Record Selection
Status: Ready
jnreportrunner.ini
Copyright 2007 Jeff-Net / All Rights Reserved / www.jeff-net.com

Report Runner Viewer: New (Current) Version



- The EXE name has changed to **Report Runner Unified.EXE**. This is important if you use the **Command Line Processor** and have Viewer shortcuts**.**

- We have now listed the majority of the **INI Settings** in the **INI File** (JNRRV.INI) so that you don't have to remember all of the settings or have to go back to the Documentation to find the exact settings.

- The **Command Line Options** have a few changes and special formatting required. It is different from older legacy versions because this new version was created in the latest Microsoft .Net Technology, and it must be passed a certain way to the executable for the command line parameters to be read in it's entirety. Example: The **OldStyle=1** setting was not brought over to the new version. You can pass a report to the EXE, but not the ID and Password (unless you use the jn Keywords).

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3.7 Mail the Report

We are so excited that you can now **Mail the Report** direct from the Viewer as of 2011. You will need to access your SMTP Server for this to work properly (Microsoft Exchange also works as an SMTP server). If you have any challenges we even offer a **FREE Report Runner SMTP Server**.

Mail the Report

1) Open Report Runner Viewer.

2) Select the report you want to view.

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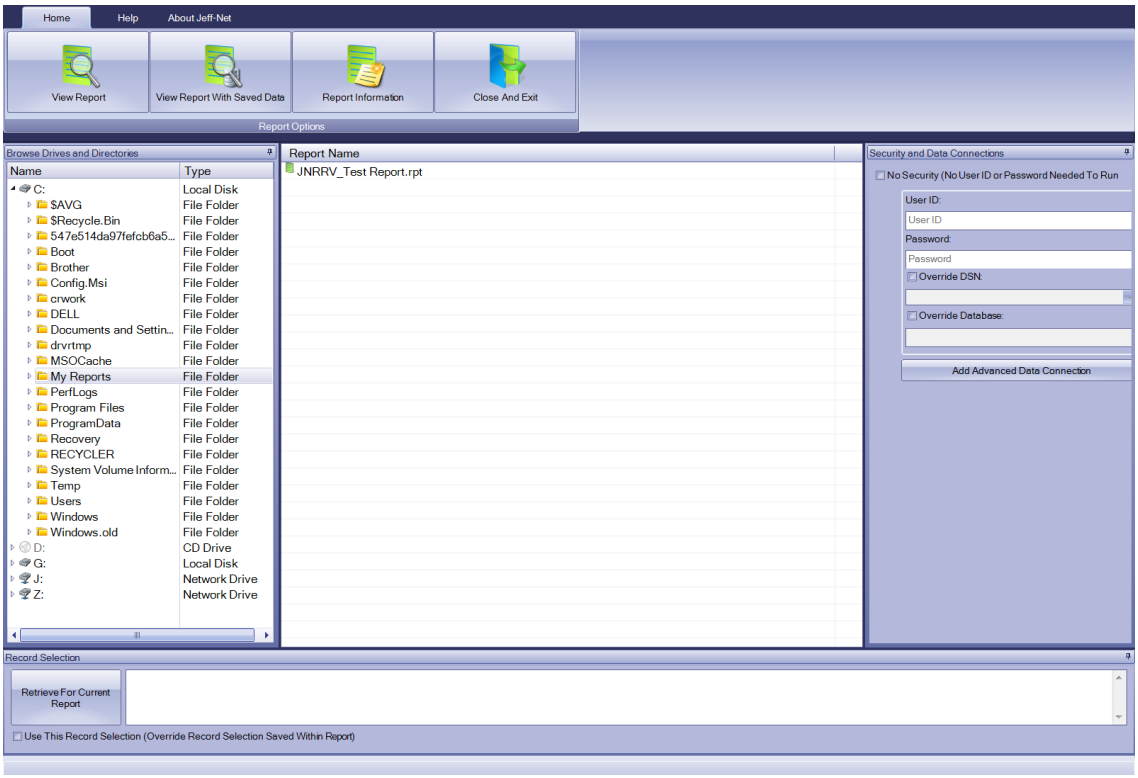
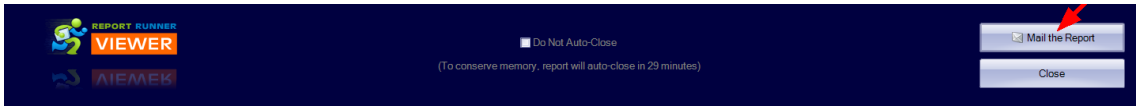


3) Once the Viewer window is open, you should see the button called **Mail the Report** located on the bottom right corner of the window. Click on this button.



4) The **Mail the Report** window should be open for you.

Note: You can either enter your Mail Settings from this screen or you can go into the INI File (JNRRV.INI) and add this information for the INI Settings in [Global Options]

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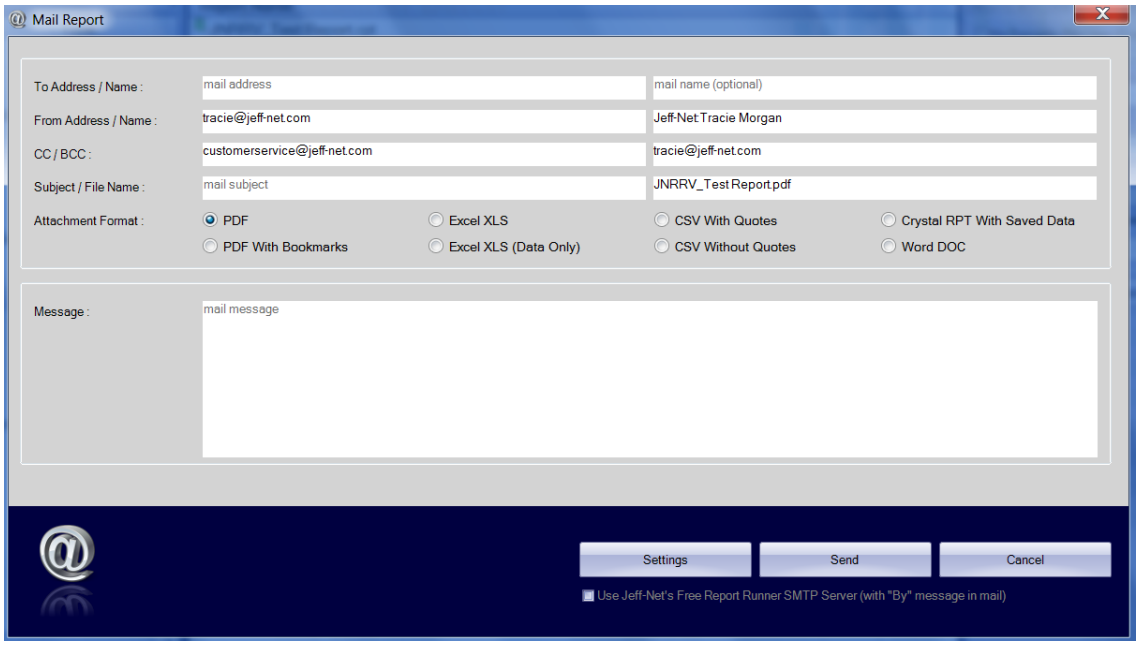
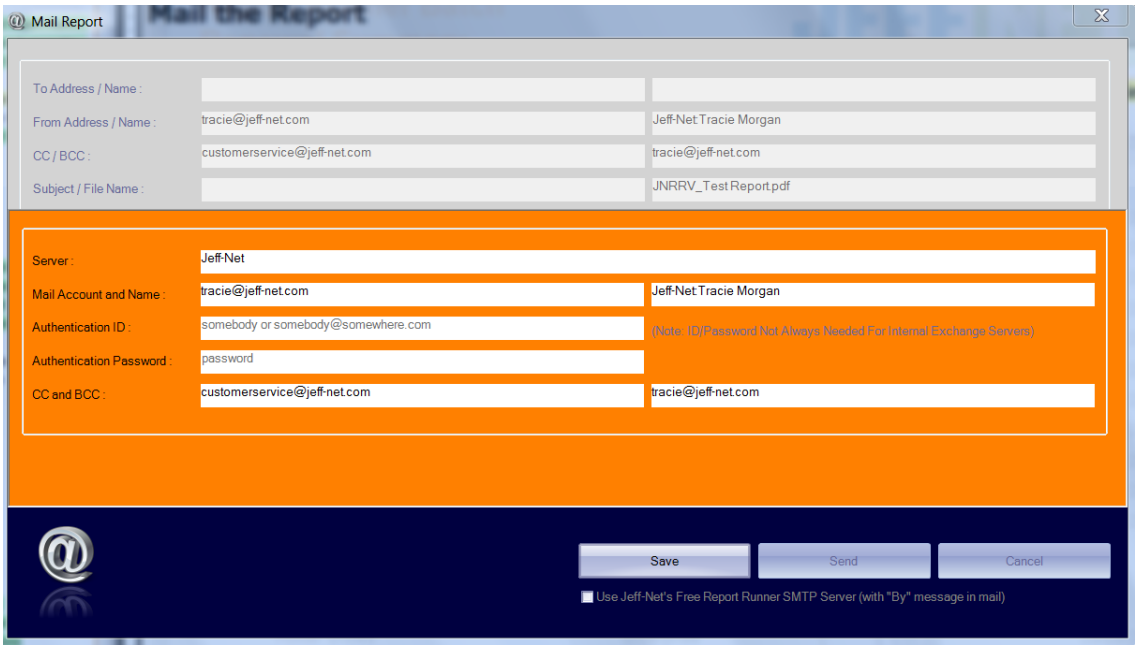


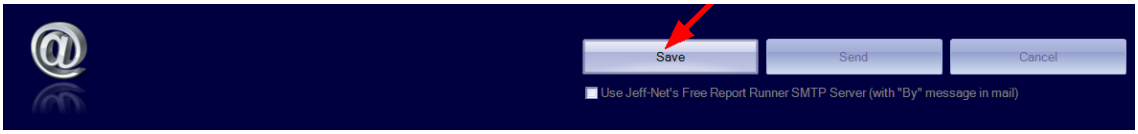
5) Click on **Settings**.

6) The **Mail Report** Settings window should now be open to enter in your necessary information.

© 2011 Jeff-Net



7) After you are done, click on **Save**.



Note: You can also enter the Mail Setting in the INI File (JNRRV.INI) under [Global Options] and it will automatically save this information in the Mail Report Settings.

8) After you **Save** the settings, you will be back at the **Mail the Report** window to send your report.

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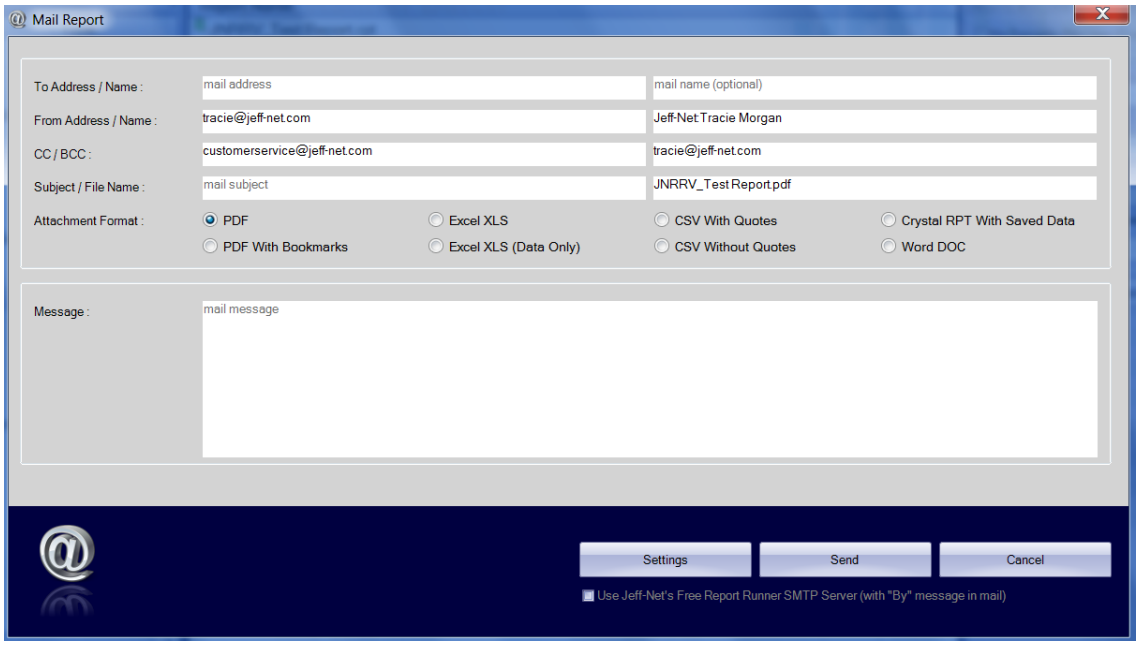
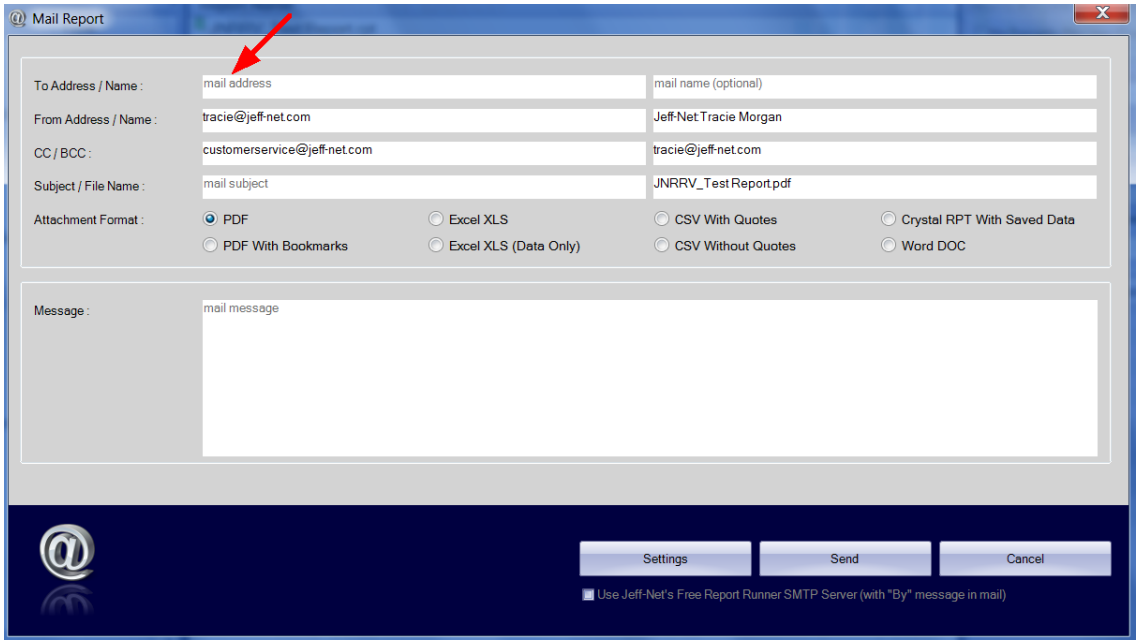


9) Make sure to enter the **To Address/Name** for the Recipient you want to send the particular Email.



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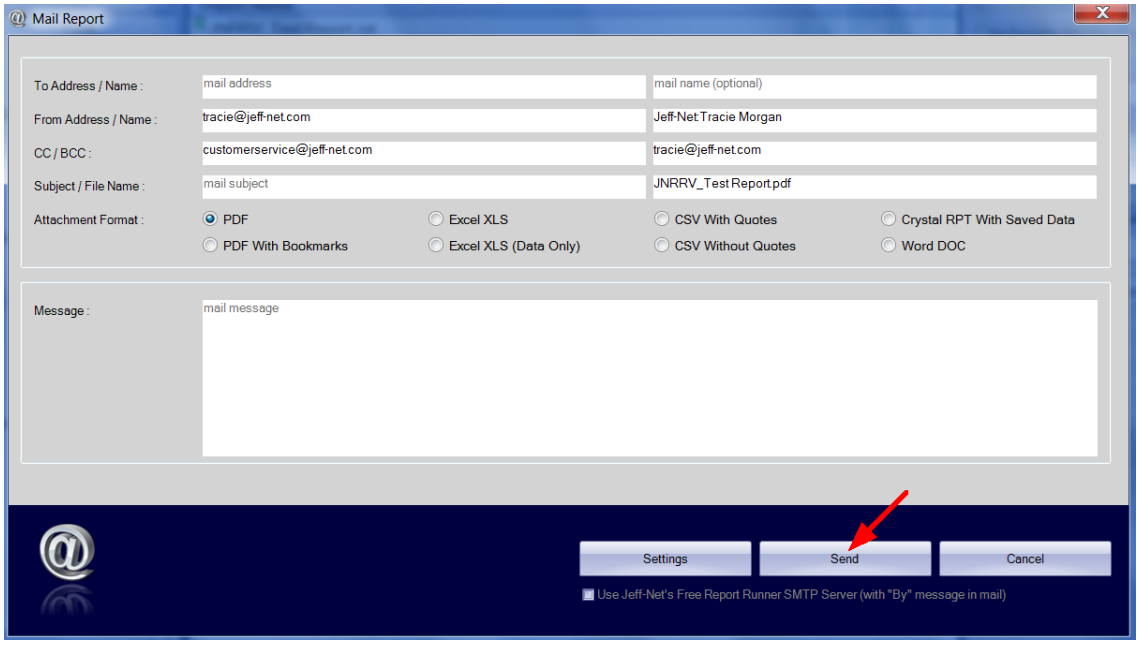
10)Click on **Send**.



More Information

As of version 2011.82 we now have an INI Settings to "HIDE" the Mail Settings Button.

3.8 Random Tips

We have created a few random tips that we recommend when working with **Report Runner Viewer**.

Random Tips

- **Report Options** - You can **right-click** on your report and a menu list will be available to choose **View Report**, **View Report With Saved Data**, and **Report Information**.

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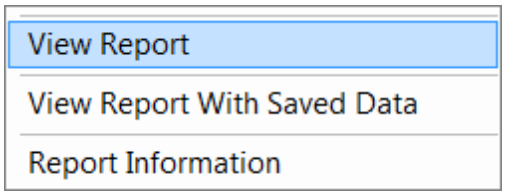

- **ODBC** - Do you have a 64-bit Machine? If so, Crystal Reports still requires 32-bit ODBC drivers. You must create the System DSN in the 32-bit ODBC Administrator that can be found in the c:\windows\syswow64 folder. Locate the odbcad32.exe and double-click to launch the 32-bit ODBC Administrator.

Note: If you created your System DSN's in the 64-bit Administrator first, you will need to delete those before creating the Systems DSN's in the 32-bit Administrator.

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3.9 UNC

This section covers the Microsoft Windows **UNC**, short for **Universal Naming Convention** or **Uniform Naming Convention**, specifies a common syntax to describe the location of a network resource, such as a shared file, directory, or printer. The UNC syntax for Windows systems has the generic form: \ \ComputerName\SharedFolder\Resource

As of Version 2011.0.0.55 Report Runner Viewer supports UNC. To utilize this function simply activate the **INI Setting HighPath** (it can be found under the **[Standard Viewer]** Group Header) by removing the tick mark (') in front of the HighPath setting and simply type in the UNC file path to your report after the equal sign (=).

The JNRRV.INI File and can be normally found in the C:\Users\Public\Documents\Jeff-Net\Report Runner Viewer.

Note: When this HighPath is activated and the UNC is established, the LastPath and DefaultPath are ignored (not used). The HighPath IS the DefaultPath when using UNC.

3.10 2011 Verses 2012

This topic covers information on the release of the 2012 version of Report Runner and the differences between 2011 version Report Runner. There is a reason for this immediate release of this 2012 version. Check it out!

Here are the new features…

Report Runner Batch:

- Full support of Crystal Reports 2011 (Crystal Reports started shipping in May 2011)
- Support for uploading to Sharepoint (Added as a Destination Type)
- Support for exporting to and reading RPTR Crystal Reports templates (Introduced with Crystal Reports 2011)
- Support for exporting to XLSX (Introduced with Crystal Reports 2011)
- Job window now displays **Jeff-Net Variables** (like jnOutputFile and jnBurstEmail) if found in report

Report Runner Viewer:

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- Full support of Crystal Reports 2011
- Support for reading RPTR Crystal Reports templates (introduced with Crystal Reports 2011)
- Support for exporting to XLSX (introduced with Crystal Reports 2011)
- Added "EZ" print button (INI setting) for viewer usage on touch screen systems. See for **Report Runner Viewer User Manual** for details.

Differences between 2011 and 2012

- Report Runner 2011 utilized .Net 3.5 technology; Report Runner 2012 utilizes .Net 4. Why? **The new Crystal Reports 2011 runtime engine required .Net 4, so we upgraded the Report Runner application to utilize .Net 4 as well.**
- 2011 utilized the Crystal Reports 2008 runtime engine; 2012 utilizes Crystal Reports 2011.
- The new Batch and Viewer features indicated above are exclusive to 2012, and 2012 is the version that will get any new features going forward.

NOTE: Should there be any bugs in 2011, we will fix those of course, but all new development is based on 2012.

More Information

- If you are on the latest 2011 version of Report Runner you do not have to upgrade to 2012. This is optional but recommended.
- If you do upgrade from Report Runner 2011 to Report Runner 2012, it is a very simple upgrade.

This information below covers tips on the UPGRADE **FROM** version 2011 of Report Runner **TO** version 2012 of Report Runner:

- You will want to run the **FULL INSTALLER of Report Runner Batch 2012** on the same machine as version 2011.

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- DO NOT change the directory of Application Installation Folder of where version 2011 was installed. This is NOT to be installed in a separate directory away from version 2011. This was designed to "replace/overwrite" version 2011. It is all the same design so you are not losing anything...ONLY gaining more features going forward.
- Here is the direct link to the **INSTALL INSTRUCTIONS** for version 2012 of Report Runner: http://www.jeff-net.com/support/index.php?/Knowledgebase/Article/View/10/1/installing-report-runner-batch-andor-report-runner-viewer
- There are no additional steps to move from 2011 to 2012
- If you need further assistance and/or have any questions regarding your upgrade. Please contact **Jeff-Net Fan Support**. We are happy to help.

Jeff-Net Fan Support

Jeff-Net
P.O. Box 546
Bedford, Texas 76095

Phone: 1-800-JEFF-NET (533-3638) x 702 (For Support)
Fax: 1-800-784-5661

Support: support@jeff-net.com

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Thank you for using Report Runner Viewer!

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